

RISK ASSESSMENT: COVID19 Specific working practices

Managing risk of more children attending setting

What is the hazard? Spread of Covid-19 Coronavirus

Who might be harmed ? Staff of Montgomery Infant School and Nursery, Pupils of Montgomery Infant School and Nursery , Parents of Montgomery Infant School and Nursery, Visitors to our premises, External Contractors to our premises, Anyone else who physically comes in contact with our premises in relation to our business

Blue = from government guidance Actions for education and childcare settings to prepare for wider opening from 1 June 2020

Purple = from government guidance Covid-19 implementing protective measures in education and childcare settings

Controls Required	Additional Controls
<p><u>Effective Infection Protection and Control minimising contact and mixing</u> <u>Working with children</u> <u>It may be necessary for providers to introduce a temporary cap on numbers to ensure that safety is prioritised</u></p> <p>Cap amount of children attending school on any given day to 60 (fewer can attend) 20 EYFS children and 40 critical worker children/vulnerable children.(CWV) – to ensure reduction of contact and reduced risk of spread of virus. Reception and Key stage 1 10 children in each class with one keyworker =learning bubble Nursery 10 children in each class with 2 keyworkers = learning bubble</p> <p>Each child will have their own learning pack containing items that they only use.</p> <p>Children will be encouraged to access the outdoor provision in the classrooms to maximise social distancing.</p> <p>Bubbles will not mix. –staggered drop of and collection, staggered play time and lunch-times</p> <p>One parent/adult dropping off, signs and markings indicating drop of points</p> <p>Allocated drop off and collection point and time. <u>Mix in a small group and keep that small group away from other people and groups.</u></p>	<p>Learning bubbles will be in designated classes on set days NA1 – Nursery – Monday and Tuesday (morning only)</p> <p>RM1 –RM- Wednesday Critical worker/vulnerable children classes CWV-1 -1R –M,T,W,Th,F CWV-2- 1J –M,T,W,Th,F CWV-3 – 1C – M, T, W,th, F CWV-4 – 2J –M,T,W,Th,F CWV -5 – RD –F/T</p> <p>Keyworker = teacher or LSA, LSAs working in a classroom will do so under the guidance of the class teacher through email or planning. List of critical workers up to date, all families contacted, all information and forms on website.</p> <p>TAs are required to lead some groups as not enough teachers on site to cover number. Staff will not be asked to undertake tasks that they are unfamiliar with or one which might cause anxiety.</p>

<p>Actioned by:</p>	<p>Date:</p>
<p>Supporting children</p> <p>EYFS and Infant children cannot be expected to remain 2m apart from staff and each other. The following advice supports our protective measures.</p> <p>Socially distancing in EYFS remain standing as much as possible to maximise your distance.</p> <p>If you need to support a child stand behind them to minimise face to face contact. E.g. reading, computer work, writing</p> <p>If you need to change a nappy do it to the side or from the back not facing.</p> <p>Any close contact e.g. first aid to be administered in well ventilated room.</p> <p>Windows and doors to be open as much as possible, doors to be propped open to reduce contact touching and aide to ventilation. Pupil Re-orientation</p> <p>Children remaining at home</p> <p>Supporting YR2 leavers</p> <p>Supporting SEN</p> <p>Attendance</p>	<p>Children to access outside areas in classroom as much as possible.</p> <p>Washable masks and face protection will be available if deemed necessary—see PPE below</p> <p>Disposable gloves and aprons will be readily available</p> <p>Bags to double bag possibly contaminated items.</p> <p>Walkie talkies in each classroom so keyworker can call for support.</p> <p>Potential MH and resilience issues will be identified and supported by Pupil Support LSA/bubble. All families have been contacted throughout closure and vulnerable children identified will be supported.</p> <p>Continue to support children remotely with home learning packs and online platforms and support non-academic achievements through Tapestry and Monty Achievers.</p> <p>Transition liaison to happen in conjunction with the Junior School and rolled out to the families, if they have not had access to school before the summer break.</p> <p>Children that are able to access school have continued to do so with their key worker on a part-time basis. SENCo has continued to work with all families.</p> <p>Attendance is still a priority whether in school or not, and is monitored through regular interaction learning platforms. Contact with all families.</p>
<p>Marking work</p> <p>Teachers are not expected to mark children’s work, constructive feedback is given immediately following the guidance above. Children’s exercise books remain in their learning pack to limit contact. Stamps can be used to acknowledge effort shown by child.</p>	<p>For assessment purposes teachers use class list to note children’s attainment/response to a piece of work. Teachers do not take children’s books home for marking.</p>
<p>Actioned by who:</p>	<p>Date:</p>

<p><u>Resources in classroom and cross contamination</u> The virus remains on clothing/fabric for 6 hours The virus remains on smooth surfaces and remains transmissible for up to 6 days The virus remains on paper for 6-12 hours but a laminated book for 6 days.</p> <p>If books are being sent home or returned wipe with a damp soapy cloth to remove any possible contamination.</p> <p>Reception and KS1 will have their own packs of learning material that is named and stays at school.</p> <p>EYFS classes water play – soapy water minimise amount of children using change often Sand –outside only –encourage thorough hand washing afterwards</p> <p>Outdoor play equipment – where possible restrict use and encourage thorough hand washing prior to going outside and then again on return.</p> <p>Trips and clubs</p>	<p>Classes will minimise amount of resources available to reduce risk of virus passing from surfaces.</p> <p>Soft toys and hard to clean items to be removed or minimised to allow for easier cleaning</p> <p>Tables and chairs reduced (10 children will only be accessing a classroom)</p> <p>All carpet in classrooms has been removed and replaced with vinyl (except in the sunshine room) Each class has a large rug with characters, shapes or other demarcation which supports children sitting 2 metres apart. Other rugged areas will be for one or two children depending on size.</p> <p>Reception and KS1 – All children have own learning packs Children put items back in packs, all packs wiped down at the end of the day and stored till following time child is in. Non-uniform for children, clean clothes daily, nothing to be brought in from home except sunscreen.</p> <p>Cancelled until safe to re-commence.</p>
<p>Actioned by who:</p>	<p>Date:</p>
<p><u>Frequent hand cleaning and good hygiene practices</u></p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. For 20 seconds more often than normal • See hand washing guidance/posters • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • Alcohol gel sanitisers will be provided in any area where washing facilities not readily available but washing hands with soap and water should then be done as soon as possible 	<p>MIS employees, pupils and visitors to be reminded on a regular basis to wash their hands for a minimum of 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Air dryers are not to be used MIS will encourage staff to report any problems and carry out skin checks/cracked hands. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Information posters displayed in every classroom, at main entrance, places visible to those at gate, in staffroom, all toilets and pinch points: ebug posters: Horrid Hand, Super Sneezes, Hand Hygiene, Microbe Mania,</p>
<p>Actioned by:</p>	<p>Date:</p>
<p><u>Respiratory Hygiene</u> Promote the 'catch it, bin it, kill it' approach</p> <p>Avoid talking in pinch points with poor ventilation</p>	<p>Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>

<p>Talking and coughing expel a large amount of droplets which can survive in the environment for quite a while – Dr Matt Butler</p>	<p>Staff to continue to use email to communicate, SLT to meet via zoom or holding meetings in the hall.</p> <p>Staffroom extended creating a quite garden, no more than four members of staff in the staffroom at a time and four in the garden. Breaks will timetabled to ensure viability. External doors and windows to be opened to improve ventilation</p>
<p>Actioned by:</p> <p><u>Regular Cleaning of setting</u> <u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, staff room, toilets, tables and chairs in classroom using appropriate cleaning products and methods. The virus remains</p> <p>Do not use buffer cloths or brushes, wet pick up for small spills where you should otherwise use a brush and dustpan or vacuum for larger surface areas. Specific cleaning of flooring tools and equipment with sanitiser.</p> <p>All materials to be brought into the school buildings to be wiped down with disposable cloths and sanitiser.</p> <p>Frequent cleaning of pinch-points areas of heavy use -</p>	<p>Date:</p> <p>Within the classroom routine children can be encouraged to support the cleaning of surfaces and toys they have been playing with using soapy water. Keyworker can model cleaning using soapy water.</p> <p>At the end of each session cleaning products will be used by one of our cleaning team to do a thorough clean</p> <p>Checks to be carried out by premises staff to ensure that adequate supplies of cleaning equipment are available.</p> <p>Checklist of cleaning requirements of specific pinch point areas regularly signed and dated</p>
<p>Actioned by:</p> <p><u>Personal Protective Equipment (PPE) including face coverings and mask</u></p> <p>Wearing a face covering or mask in schools or other education settings is not recommended</p> <p>Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission.</p>	<p>Date:</p> <p>PPE will only be needed when</p> <p>Children whose care routinely already involves the use of PPE due to their intimate care needs which should continue to be met in the same way</p> <p>Nappy changing - change your position to reduce risk of contamination by adopting a side on approach ensuring you are not facing the child.</p> <p>If a child becomes unwell with symptoms of coronavirus and needs direct personal care and the adult cannot maintain a distance of 2 metres PPE a face mask should be used.</p> <p>We have washable facemasks and visors</p>
<p>Actioned by:</p> <p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Date:</p> <p>Staff must adhere to markings on flooring to maintain social distancing requirements</p> <p>Markings on playground must be adhered to by parents dropping of and picking up children.</p> <p>Signs are displayed in pinch point areas of high use.</p>

<p>All staff must adhere to social distancing guidance of maintaining two metre distance from each other. If staff do need to work at close proximity e.g. supporting a child, avoid face to face and support side by side. See PPE guidance Social distancing must be adhered to by staff during breaks.</p> <p>Pinch Point and Times</p>	<p>Staffroom (see respiratory hygiene)</p> <p>Staggered school drop offs and pick ups from outside class – no internal movement. Staggered lunch time/play times for bubbles.</p> <p>Teachers access classes through external doors, all external doors will be opened by site manger by 8:00am. Staff will exit classrooms by 3:30pm to allow cleaning team to access classrooms.</p>
<p>Actioned by:</p>	<p>Date:</p>
<p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>See PPE above and cleaning</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Gloves must be disposed of correctly and thorough hand washing after removal.</p>
<p>Actioned by:</p>	<p>Date:</p>
<p><u>Avoiding contact with anyone with symptoms</u></p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on your premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Local Authority (Essex County Council) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>If a child or a member of a child's family has coronavirus symptoms they must not attend the setting.</p> <p><u>Symptomatic individuals do not attend setting</u></p>	<p>Staff to be reminded on a very regular basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>To alert staff/ to be aware of other personnel/public who may enter the area and to act accordingly to allow social distancing at all times.</p>

<p><u>Handling potential cases of the virus</u></p> <p>Keyworker to phone office staff if concerned about a child. Child will be collected and will wait in our sick bay area Parents will be called to collect Please read PPE guidance</p> <p>Cleaning areas of contact Thorough hand washing of remaining group.</p> <p>Arrangement for accessing testing if and when necessary</p>	<p><u>Advice from Essex</u></p> <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days.</p> <p>The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. All staff have been sent communications through email on how to access a test and they are kept up to date with all information via Headteachers' newsletter.</p>
<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Open communication and cascading of messages through regular management newsletters will be carried out to reassure and support employees or pupils in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Risk assessment completed by: Sue Bridgeman

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