

Combination Risk Assessment for Complex Hazards



(To be used for activities such as; work at height, hot work, work with asbestos, work with machinery, etc.)

Activity / Task / Location: Covid-19 Risk Assessment – Educational settings Salmestone Primary School v9	Approved By: [Redacted] 17.05.21
Developed by: [Redacted]	Date: 12/05/2020
Reviewed by: [Redacted]	Date: 14/05/2021

Likelihood

Consequence

		Unlikely	Possible	Very Likely
		1	2	3
Major <i>Eg. Kill or Permanently Maim Long term Injury or Illness</i>	3	3	6	9
Moderate <i>Eg. Medical Attention with seven days off work</i>	2	2	4	6
Minor <i>Eg. First Aid Needed</i>	1	1	2	3

Summary of Requirements

Personal Protective Equipment	<p>For First-aid: Disposable clinical masks to type IIR. Disposable nitrile or vinyl gloves. Disposable aprons.</p> <p>For personal care: Disposable clinical masks to type IIR, Goggles, or wrap around safety glasses that are splash resistant. Disposable nitrile or vinyl gloves. Disposable aprons.</p> <p>For managing people with Covid-19 symptoms: Disposable clinical masks to type IIR, Goggles, or wrap around safety glasses that are splash resistant.</p> <p>For employees accessing communal areas and corridors (should they be requested): Disposable clinical masks to type IIR.</p>
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	For use of 'Fogger': Dust masks to minimum FFP2 with APF 10 or greater, Goggles, to EN166 B3, or F3. Disposable nitrile or vinyl gloves.
Training	<p>All employees:</p> <ol style="list-style-type: none"> 1. Coronavirus & Virus Transmission TOOLBOX TALK v4 2. Briefing on local safety arrangements, protocols and working practices. 3. Briefing on how to manage child symptomatic cases <p>Cleaning staff to be briefed on enhanced cleaning protocols and the need for thoroughness in their work</p> <p>First Aiders and staff completing intimate care tasks are to be provided the video training at: https://covid19ppe.org/primary-care-gps-scenario-4/</p>
Equipment	<p>Fogger</p> <p>A storybook & activities to support children through Coronavirus - Don't Worry Little Bear!: https://www.earlyyearsstorybox.com/corona/?fbclid=IwAR32EkBvEwXAz4s34qNHxfCJIFD57vx2n1fQf4ampALfPiZCq2tayRjHVG</p> <p>Dr. Dog Explains Coronavirus: http://www.lydiamonks.com/wp-content/uploads/2020/04/DrDogDoc.pdf</p> <p>Two Metres Apart: https://cdn-busybees.ams3.digitaloceanspaces.com/downloads/twoMetreActivity.pdf</p> <p>Our Hand Washing Song: https://cdn-busybees.ams3.digitaloceanspaces.com/downloads/handWashingSongActivity.pdf</p>
Relevant Legislation etc.	<p>Health and Safety at Work etc. Act 1974</p> <p>Public Health (Control of Disease) Act 1984</p> <p>The Personal Protective Equipment at Work Regulations 1992</p> <p>The Management of Health and Safety at Work Legislation 1999</p> <p>The Control of Substances Hazardous to Health Regulations 2002</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</p> <p>Coronavirus Act 2020</p> <p>All secondary health protection Regulations, as made under the primary legislation of the Coronavirus Act 2020</p> <p>Guidance Annex A: health and safety risk assessment, Updated 10 May 2021</p>
Contingency	<p>In the event that restrictions in early years settings are needed to help contain the spread of the virus, settings may be asked to revise their delivery models for a short period of time. To help with this, the Government have published a contingency framework, which outlines how early years settings should operate in the event of any restrictions:</p>

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	https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings
Review period/date	Headteachers to review on local matters after receipt and as required (RA can be added to, but no Trust control measures removed). To be reviewed as a result of change to Government guidance
Overarching System of Controls	<p>This is the set of actions Nurseries and pre-schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the document ‘<i>Actions for early years and childcare providers during the COVID-19 pandemic - May 2021</i>’ at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984864/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf <u>Nursery and pre-school Leaders must make themselves aware of the content of this guidance.</u></p> <p>Prevention</p> <p>You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. <p>In specific circumstances:</p>

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	<p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>9) Promote and engage in asymptomatic testing, where available.</p> <p>Response to any infection</p> <p>You must always:</p> <p>10) Promote and engage with the NHS Test and Trace process.</p> <p>11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>12) Contain any outbreak by following local health protection team advice.</p>
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Hazard Identification			Control		Risk
What are the steps of the activity / items of equipment	What are the potential hazards	Score	What methods will be used to reduce the likelihood and/or the consequence of an illness or injury from those hazards	What hazard remains	Residual Score
General site management, access/egress and movement in and around the Nursery/pre-school. (all settings)	Harm to all occupants from direct and indirect contact with Covid-19	6	<p>Children, staff and other people showing symptoms, or have tested positive for Covid-19 in the last 10 days must NOT enter the Nursery/pre-school site.</p> <p>Parents of pupils who are symptomatic, and staff who are symptomatic, are to arrange for a Covid-19 polymerase chain reaction (PCR) test as soon as possible after the onset of symptoms. Wherever</p>		3

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			<p>possible tests should be booked at a local testing facility to shorten the time taken to obtain results. Nurseries/pre-schools should ask parents and staff to inform them immediately of the results of a test.</p> <p>Where someone tests positive, they should follow the <i>'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</i> and must not attend for at least 10 days from the day after the start of their symptoms or from the test date if they did not have any symptoms but have had a positive test.</p> <p>Everyone in the Nursery/pre-school must follow this process and Nurseries/pre-schools must ensure that everyone onsite or visiting is aware of it. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate.</p> <p>Staff in Nurseries/pre-schools will be supplied with LFD test kits to self swab and test themselves twice a week at home. They must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. They should also share their result, whether void, positive or negative, with their Nursery/pre-school to help with contact tracing.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the <i>'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</i>. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result.</p>		
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			<p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the person can return to the Nursery/pre-school</p> <p>A child or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p> <p>Staff with a negative LFD test result can continue to attend Nursery/pre-school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). They should continue to apply the measures in the system of controls to themselves and the wider Nursery/pre-school setting.</p> <p>Children and staff living with someone who is showing symptoms, or has tested positive in the last 10 days, must not attend for at least 10 days from the day after the start of the person’s symptoms, or from their test date if they did not have any symptoms but have had a positive test.</p> <p>A child with symptoms should not attend Nursery/pre-school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, Nursery/pre-school can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their children</p>		
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			<p>and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered by the Headteacher in light of all the circumstances and the current public health advice. Headteachers are to liaise with their Director of Education prior to implementing such action.</p> <p>All children travelling to England from overseas must adhere to government travel advice. Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.</p> <p>There may be situations where a child needs to attend more than one setting. Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.</p> <p>Where a child routinely attends more than one setting on a part time basis, settings are to encourage parents and carers to work through the 'system of controls' collaboratively with you to address any risks identified and allow you to jointly deliver appropriate care for the child.</p> <p>Public Health England has good evidence that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Consequently, TKAT Nurseries/pre-schools should not be using this method.</p> <p>Emergency evacuation</p>		
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			<p>Nurseries/pre-schools are to revisit their evacuation plans to ensure, as much as possible, minimum contact between bubbles during the evacuation process. Nurseries/pre-schools should consider potential choke points and resulting crowding. Wider spacing at assembly areas between bubbles will be required. A fire drill should be conducted in a timely fashion to test the plan after changes to Covid-19 arrangements.</p> <p>Settings are to provide adequate hand washing/sanitising facilities to prevent crowding and reduce cross contamination.</p> <p>Settings are to provide information on how to wash hands properly and display posters in appropriate areas.</p> <p>Staff must wash their hands for 20 seconds, or sanitise their hands using a hand sanitiser with an alcohol content $\geq 70\%$; on arrival at the setting, before and after eating, after sneezing or coughing.</p> <p>Children must wash their hands for 20 seconds; on arrival at the setting, before and after eating, after sneezing or coughing.</p> <p>Nurseries/pre-schools are to have a process for removing face coverings when staff who use them arrive at school and/or need to change or remove/replace face coverings during the day. This must be communicated clearly to them.</p> <p>Face coverings are to be worn by all employees, and visitors in corridors and communal areas (other than when eating).</p>		
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			<p>Some individuals are exempt from wearing face coverings. This includes,(but is not limited to):</p> <ul style="list-style-type: none"> ● people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability ● where putting on, wearing or removing a face covering will cause people severe distress ● people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate ● to avoid harm or injury, or the risk of harm or injury, to the wearer or others – including if it would negatively impact on people’s ability to exercise or participate in a strenuous activity <p>A system of cleaning frequently touched communal surfaces more regularly than normal must be put in place. Cleaning of such surfaces should initially be completed to a good standard using a suitable detergent to remove all dirt. Then, cleaned frequently during the day using an appropriate anti-viral cleaner. A combination detergent and anti-viral cleaner can be used. Items such as door pushes/handles, door edges, sinks/taps, toilet flushes, light switches, bannisters, gates, call buttons and push pads, till/servery areas, and photocopier controls would be considered as frequently touched areas. A log of the completed cleaning is to be maintained.</p> <p>Rooms should be accessed directly from outside where possible.</p> <p>It is important to ensure it is well ventilated and a comfortable teaching and working environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p>		
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			<ul style="list-style-type: none"> ● mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) ● natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> ● opening high level windows in preference to low level to reduce draughts ● increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ● providing flexibility to allow additional, suitable indoor clothing. ● rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19). https://www.gov.uk/government/publications/covid-</p>		
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			<p>19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>The use of mobile phones, unless required for operational reasons, is discouraged, as this can add to potential cross contamination of surfaces.</p> <p>Before running transitional, taster and open days the Nursery/pre-school must complete a thorough risk assessment to ensure that they are run in line with your system of controls and align with the advice contained within the Government guidance and the roadmap out of lockdown.</p> <p>Stagger arrival times and break times (including lunch), so that all children are not moving around the Nursery/pre-school at the same time</p> <p>Use the timetable and selection of classroom or other learning environments to reduce movement around the school or building, keeping groups apart.</p> <p>Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</p> <p>Limited toilet breaks so that children don't gather at the toilets. Nurseries/pre-schools to set clear rules around use of toilet facilities by children.</p> <p>Outdoor equipment/apparatus/play equipment/climbing frames can be used by different groups and if made of natural wood will not need cleaning between groups, but specific equipment, and materials used in their construction, that are touched frequently must be cleaned frequently. These are:</p>		
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			<ul style="list-style-type: none"> ● Plastic or metal, slides, monkey bars and climbing frames ● Semi enclosed playhouses or huts for small children ● Enclosed crawl through 'tunnels' or tube slides <p>Areas of artificial turf can be used, but where such areas are used internally (or under canopies) they must be cleaned where appropriate. If such areas are used internally, or under canopies, as play areas for small children, they must be cleaned between bubbles and after use. This can be achieved by fogging internal areas and cleaning using a spray and brush method where under canopies . Do not allow such area to be used until the area has dried. External areas of artificial turf, either for play or for general sport it will not need to be cleaned..</p> <p>Groups should be kept apart, but assemblies of up to two (or where a very large space permits, three) classes in a bubble may take place with the classes separated by at least 2m within the assembly area. Venues are to be sufficiently large to allow for proper separation and are to be well ventilated before, during and after use.</p> <p>Dining areas can be used, but group timings are to be staggered. Tables equipment and frequently touched surfaces should be cleaned between each group.</p> <p>Settings are to put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, cleaning hands, following one-way systems.</p>		
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			<p>Disposable gloves are to be available to employees should they need them for transferring equipment/resources safely between groups.</p> <p>Put systems in place to keep PPE and essential cleaning supplies under review so you can take action if necessary before you run out.</p> <p>No one is obliged to work in a work environment that has not been risk assessed as per this risk assessment.</p>		
Offices and other non-pupil areas (all settings)	Harm to staff and visitors from direct contact with Covid-19	9	<p>If staff rooms are in use, ensure that measures are in place to limit occupation to achieve social distancing.</p> <p>Make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).</p> <p>Use floor tape to mark areas to help workers keep to a 2m distance.</p> <p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, you should consider whether that activity needs to continue for the school to operate. In any case where 2m social distancing cannot be maintained 1m+ social distancing is to be maintained, but with the use of face coverings as an additional mitigating measure.</p> <p>Take all the mitigating actions possible to reduce the risk of transmission between staff.</p> <p>Keep activity time involved as short as possible where socially distancing is difficult.</p>		3

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			<p>Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>For office based staff, reduce the number of people each person has contact with by using 'fixed teams or partnering' wherever possible (so each person works with only a few others)</p> <p>Move desks/furniture to facilitate social distancing.</p> <p>Reduce the number of office/room occupants as far as reasonable to allow for social distancing whilst working, or circulating.</p> <p>Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Use additional spaces if available for staff to use.</p> <p>Stagger arrival and departure times if required to eliminate crowding into and out of the workplace.</p> <p>Reduce movement by discouraging non-essential trips within buildings and sites.</p> <p>Set clear use and cleaning guidance for staff toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Use remote working tools to avoid in-person meetings.</p> <p>PPE should only be used for specific tasks requiring its use.</p>		
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	<p>Harm to staff and visitors from indirect contact with Covid-19</p>	<p>6</p>	<p>In every area, increase the frequency of hand cleaning and surface cleaning.</p> <p>If staff rooms are in use, ensure that frequently used items and frequently touched surfaces have additional cleaning.</p> <p>All frequently touched surfaces, equipment, door pushes/handles, door edges, sinks/taps, toilet flushes, light switches, bannisters, gates, call buttons and push pads, till/servery areas and photocopier controls used during the day, will need to be cleaned thoroughly several times a day.</p> <p>Users should clean telephones and similar equipment regularly.</p> <p>Don't share equipment where possible, or where it has to be shared, wipe it down with antiviral wipes/cleaner after each use.</p> <p>Fridges and kettles can be shared, but protocols must be in place to clean by the user after each use. School to provide detergent and antiviral cleaner/wipes to do this.</p> <p>Avoid use of hot desks and spaces and, if not possible, clean and sanitise workstations between different occupants including shared equipment.</p> <p>Encourage employees to bring their own food.</p> <p>Keep windows and doors open to encourage ventilation, where possible.</p> <p>Use signs and posters to build awareness of good handwashing technique, the need to increase hand</p>		<p>3</p>
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			<p>cleaning frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Provide sanitiser and antiviral sanitising wipes in each office/room.</p> <p>Provide more storage for employees for clothes and bags.</p> <p>Bins are to be emptied throughout the day.</p>		
Children in nursery/preschool settings	Harm to children and staff from direct contact with Covid-19	9	<p>Nurseries/pre-schools are to consult 'Actions for early years and childcare providers during the COVID-19 pandemic - May 2021' at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984864/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf</p> <p>They may also need to consult 'Schools coronavirus (COVID-19) operational guidance - May 2021' at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984843/10_May_Schools_Guidance.pdf</p> <p>If they are in a Special School setting they are also to consult 'SEND and specialist settings - additional operational guidance: COVID-19' at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984861/FINAL_cleared_SEND_Guidance_10_May.pdf and in doing so should amend any areas of this risk assessment that are necessary to comply with that guidance with regard to the operational needs of the Special School.</p>		3

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			<p>Face coverings do not need to be worn in classrooms by staff. This is subject to any temporary reinstatement period in response to a localised outbreak, as decided by a Local Action Committee.</p> <p>Nurseries/pre-schools should assess their circumstances and decide what groups are to operate. Whatever the size of the group, they should be kept apart from other groups where possible.</p> <p>Soft furnishings are not to be used in areas that may be used by multiple groups, as cleaning can be a problem, but soft furnishings in areas used by a single group bubble can be used, as they will 'self clean' to some extent after 12 hours.</p> <p>It is recognised that 2m social distancing will not be achievable for young children.</p> <p>Nurseries/pre-schools may choose to disregard back-to-back or side-to-side working.</p> <p>Designated groups of children must NOT mix with other groups.</p> <p>Nurseries/pre-schools are to keep a record of children and staff in each group. They should also record where practicable, any close contact that takes place between children and staff across different groups.</p> <p>Where possible, children to be shown how to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Children to be encouraged not to touch their mouth, eyes and nose.</p>		
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			<p>Where movement is necessary, plan routes wherever possible to avoid groups mixing.</p> <p>Choose which activities will be delivered. Plan outdoor lessons, where possible.</p> <p>Stagger break & lunchtimes so that groups are not mixing together/moving around the site at the same time.</p> <p>Open windows and prop open classroom doors where possible and safe to do so (bearing in mind fire safety and safeguarding), but maintain reasonable room temperatures.</p> <p>Where children who usually need to have their personal care needs provided for (changing nappies, etc.) PPE should be used by staff whilst carrying out these tasks only, including face masks, gloves and aprons. PPE should not be used in the classroom generally.</p> <p>All CEV children should attend their Nursery/pre-school unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Supervised toothbrushing programmes may be re-established within settings using the dry brushing method. The wet brushing model is not recommended.</p> <p>Risk assessments for clinically extremely vulnerable children, clinically vulnerable children, or those children with increased risk factors, e.g. BAME, born overseas, still apply, but should be reviewed if there</p>		
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			<p>have been any changes to the circumstances affecting the individual.</p> <p>Organised music sessions, including singing, and playing wind instruments in groups</p> <p>This relates to organised group activity, not to spontaneous singing, dance and role-play that young children may naturally do, and should be encouraged to do, by early years practitioners.</p> <p>When planning music provision, you should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol spread of COVID-19 with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place.</p> <p>Measures to take include:</p> <ul style="list-style-type: none">• playing instruments and singing in groups should take place outdoors wherever possible• if indoors, consider limiting the numbers in relation to the space, for example, larger rooms - rooms with high ceilings are expected to enable dilution of aerosol spread of COVID-19• if playing indoors limit the numbers to account for ventilation of fresh air of the space - it is important to ensure good ventilation with fresh air – advice on this can be found in ventilation and air conditioning during the COVID-19 pandemic• position wind players so that the air from their instrument does not blow into another player		
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			<ul style="list-style-type: none"> ● if taking place indoors try to sit back-to-back or side by side ● use microphones where possible or encourage singing quietly <p>Handling equipment and instruments for organised sessions</p> <p>Measures to take when handling equipment, including instruments, include:</p> <ul style="list-style-type: none"> ● increased handwashing before and after handling equipment, especially if being used by more than one person ● avoid sharing instruments and equipment, wherever possible ● if instruments and equipment have to be shared, disinfect regularly (including any props, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment ● consider limiting the number of suppliers when hiring instruments and equipment and: ● agree with suppliers whose responsibility it is to clean hired instruments ● clean hire equipment, tools or other equipment on arrival and before first use ● store equipment and instruments in a clean location if you take delivery of them before they are needed# ● clean them before first use and before returning the instrument ● create picking-up and dropping-off collection points where possible, rather than passing equipment such as props, and microphones hand-to-hand <p>Organised Performances</p>		
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			<p>From 17 May, under Step 3 of the roadmap, if planning an indoor or outdoor face-to-face performance in front of a live audience, you should follow the latest advice in the DCMS performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance you should also give particular consideration to the guidance on delivering outdoor events.</p> <p>Individual lessons Individual lessons in music, dance and drama can continue in settings. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures set out above on peripatetic staff.</p> <p>In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.</p> <p>Educational Visits</p> <p><u>Educational day visits:</u> In line with the roadmap, Nurseries/pre-schools can resume educational day visits from 12 April.</p> <p>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes a system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. This will limit group sizes.</p>		
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		6	<p>Nurseries/pre-schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, Nurseries/pre-schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</p> <p>Wraparound provision and extra-curricular activities</p> <p>All before and after-school activities and wraparound childcare for children should resume.</p> <p>Work closely with any external wraparound providers to minimise mixing between children. This can be achieved by taking steps such as trying to keep children in consistent groups.</p> <p>From 17 May wraparound and other extra-curricular activities for children, indoors, or outdoors, can take place in groups of any number, but children are to be kept in consistent groups.</p>		
	<p>Harm to children and staff from indirect contact with Covid-19</p>	6	<p>Implement a hand washing routine to ensure all hands are washed at regular intervals. Ensure that help is available for children who have trouble cleaning their hands independently. You may assist children by using your own hands to help them wash their own hands thoroughly.</p> <p>Movable play equipment, or classroom equipment should not be used by different groups unless it has been cleaned between groups, or has been left for 72 hours after use.</p> <p>Limit children taking things home and then back to Nursery/pre-school.</p>		3

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			<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Foggers can be used for cleaning equipment where safe to do so (not on electrical equipment).</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Foggers can be used for cleaning where safe to do so (not on electrical equipment).</p> <p>Water play equipment can be used but must be confined to bowls, or open containers that can be easily cleaned and items that can be easily cleaned, or fogged.</p> <p>Gravel boxes, sand boxes, or sand pits can be used without the need for frequent cleaning.</p> <p>Equipment that cannot be wiped thoroughly, or fogged, must not be used.</p> <p>Cleaners, or competent staff, are to use fogging to clean rugs/mats/carpets where children sit daily.</p> <p>All frequently touched surfaces, equipment, and door handles, used during the day, will need to be cleaned thoroughly several times a day. This will need to be planned to occur at break times, lunchtimes, where classrooms become unoccupied and at the end of the day. Similarly, frequently touched surfaces in washing</p>		
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			<p>facilities and toilets will need to be cleaned after break times, lunchtimes and at the end of the day.</p> <p>Hand sanitiser to be provided in all classrooms.</p> <p>Antiviral wipes to be provided to staff in all classrooms.</p> <p>Ensure that there is a system for reporting low quantities of essential items and regularly replenishing stock.</p> <p>Staff to keep hand sanitiser and antiviral wipes out of the reach of children.</p> <p>Staff required to carry out intimate care are to be provided training on using PPE.</p> <p>Lidded bins are to be provided and are to be emptied throughout the day.</p>		
	Harm to children from mental health issues	6	<p>Nurseries/pre-schools are to ensure that measures are put in place to identify and support children who may experience mental health issues as a result of Covid-19, or the return to the learning environment. Settings should also provide more focused support where issues are identified that individual children may need help with, drawing on external support where necessary and possible. To support this, settings may wish to access the free resource MindEd learning platform for professionals: https://www.minded.org.uk/</p>		2
	Harm to children from the effects of frequent hand washing, or the	4	<p>Frequent hand washing, or the frequent use of hand sanitiser can cause dermatitis in children, particularly as their skin can be more sensitive than an adults.</p> <p>Nurseries/pre-schools must ensure that, as a</p>		2

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	frequent use of hand sanitiser		mitigating measure, they are able to provide an appropriate hand moisturiser that can be used where a child is experiencing unusually dry hands, in order to prevent the onset of dermatitis from repeated hand washing and/or repeated use of hand sanitiser. Parental consent should be obtained prior to use.		
Child drop off and collection	Harm to users from direct and indirect contact with Covid-19	9	<p>Stagger drop-off and collection times – children to arrive/collected at different times from other premises occupants where appropriate.</p> <p>Drop-off and collection times – protocols for adult to adult contact needs to be minimal. A plan needs to be in place for meeting/collection points and timings for each group.</p> <p>Parents/carers limited on entering site and/or not permitted to gather at school gates and doors. Arrangements must be communicated to parents.</p>		3
Carrying out first aid and administering medicines in all settings	Harm to first-aiders and injured people from direct contact with Covid-19	9	<p>First-aid procedures should be carried out as normal, but with the use of additional appropriate Personal Protective Equipment (PPE) by the First-aider, when requested by the first-aider, where they are unable to maintain a 2 metre distance from the injured person.</p> <p>First-aiders are to be aware of the content of HSE guidance, 'First aid during the coronavirus (COVID-19) pandemic' at: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=extlink&utm_content=first-aid-24-feb-21</p> <p>Administering medicines should be carried out as normal. PPE should only be used where it would</p>		3

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			normally be required, or where a 2m distance cannot be observed.		
	Harm to first-aiders, injured people and cleaning staff from indirect contact with Covid-19	6	<p>All used disposable PPE is to be double bagged on disposal.</p> <p>Non disposable PPE is to be cleaned thoroughly with an anti-viral cleaner immediately after use.</p> <p>First-aiders are to be provided training on using PPE.</p>		3
Staff in the workplace	Harm to staff from direct contact with Covid-19	9	<p>Some roles, such as some administrative roles, may be conducive to home working, and schools are to consider what is feasible and appropriate. Employees working from home are to be able to do so safely, so the home working environment must be safe and, where necessary, DSE equipment must be provided.</p> <p>Nurseries/pre-schools leaders are to explain to staff the measures the school has put in place to reduce risks if they need to be in the workplace.</p> <p>Since 1 April, those employees who are clinically extremely vulnerable (CEV) are no longer advised to shield. Updated advice is for the group to continue taking extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Employees in schools who are CEV are advised to work from home where possible, but can attend their place of work if they cannot work from home. While in school they must follow the system of controls to minimise the risks of transmission. Guidance can be found at: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on- </p>		3

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			<p>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Clinically vulnerable staff can continue to attend Nurseries/pre-schools. While in Nursery/pre-school they must follow the system of controls to minimise the risks of transmission.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Schools will need to follow the specific guidance for pregnant employees because pregnant women are considered CV: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable employees, as above, will apply.</p> <p>Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. A separate assessment can help identify any additional action that needs to be taken to mitigate risks.</p>		
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			<p>Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment. You must take appropriate sensible action to reduce, remove or control the risks.</p> <p>As part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p> <p>You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch COVID-19. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch COVID-19.</p> <p>Risk assessments for clinically extremely vulnerable employees, clinically vulnerable employees, or those employees with increased risk factors, e.g. BAME, born overseas, male and over 50, still apply, but should be reviewed if there have been any changes to the work the individual is being asked to carry out.</p> <p>All employees must be provided a hard copy of the relevant COVID-19 Risk Assessment/s and briefed on local arrangements, procedures and protocols.</p> <p>All employees who are newly returning to the workplace and have not previously had a Coronavirus & Virus Transmission Toolbox Talk must be given a verbal Coronavirus & Virus Transmission Toolbox Talk version 4, as supplied to Headteachers by the Trust.</p>		
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			<p>All staff completing cleaning duties must receive a clear training briefing on the cleaning protocols they are expected to follow. Similarly, where contract services are used cleaning protocols are to be agreed with the contractor and enhanced training must be provided by the contractor to their employees working on the premises.</p> <p>As part of the training programme, all employees must be provided with instruction on the Government guidance on what to do if someone is showing, or experiencing, COVID-19 symptoms.</p> <p>Senior leaders must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team (https://www.gov.uk/guidance/contacts-phe-health-protection-teams).</p> <p>Nurseries/pre-schools are to keep a log of staff who work between bubbles, or sites, in respect of their working pattern, Individual staff can do this, but the log must be accessible by management for Test and Trace purposes.</p> <p>Senior leaders must ensure that staff members and parents/carers understand what they will need to be ready and willing to do in the event of a suspected case.</p> <p>Staff identification should be continued to be worn. Where lanyards and ties need to be worn, as they cannot be washed, they should be kept remote from other items when at home to avoid cross contamination.</p>		
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			<p>When recruiting, if face-to-face meetings, interviews, or lesson observations are necessary, you should share the Nursery's/pre-school's control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings in communal areas.</p> <p>Stagger, or avoid, the use of the staff room if possible. Use additional space if practicable.</p>		
	Harm to staff from indirect contact with Covid-19	6	<p>Staff only to take things to and from Nursery/pre-school that are necessary in respect of their work.</p> <p>Don't share stationery or resources. Shared areas and surfaces need cleaning after use.</p>		3
	Harm to staff from mental health issues	6	<p>Trust, school and nursery/pre-school leaders are to have regard to staff (including the Headteacher) work-life balance and wellbeing. Nurseries/pre-schools are to ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <p>Share information and advice with employees about mental health and wellbeing, whether working in school, or remotely.</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified.</p> <p>Where employees are experiencing problems encourage the use of the staff counselling service on 0117 934 2112 and talk through supportive strategies with employees. Signpost employees to the wellbeing page at: https://insight.tkat.org/3970/wellbeing-1</p>		3

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			Additional resources can be found at: https://dfemedia.blog.gov.uk/2021/02/01/mental-health-resources-for-children-parents-carers-and-school-staff/	
	Harm to employees from the effects of frequent hand washing, or the frequent use of hand sanitiser	4	Frequent hand washing, or the frequent use of hand sanitiser can cause occupational dermatitis. Occupational dermatitis is a RIDDOR reportable occupational disease. Nurseries/pre-schools must ensure that, as a mitigating measure, they are able to provide an appropriate hand moisturiser that can be used where an employee is experiencing unusually dry hands, in order to prevent the onset of occupational dermatitis from repeated hand washing and/or repeated use of hand sanitiser.	2
Managing symptomatic cases (all settings)	Harm to staff and others from direct and indirect contact with Covid-19	9	If anyone in the Nursery/pre-school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)', which sets out that they must self isolate for at least 10 days and should arrange to have a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision	6

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			<p>if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Nurseries/pre-schools are to make these arrangements in advance and wherever possible choose a room/area that would be straightforward to clean.</p> <p>If a symptomatic child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Face masks are to be used by staff that are supervising children that are ill/showing symptoms in nursery/pre-school while they wait for parents to collect. 2m distancing should be observed wherever possible and PPE must be used if 2m distancing cannot be achieved.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.</p>		
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			<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The room/area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).</p> <p>Senior leaders must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the DfE Coronavirus Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.</p> <p>The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.</p> <p>The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for</p>		
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			<p>10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ● anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) ● anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre ○ been within 1 metre for 1 minute or longer without face-to-face contact ○ sexual contacts ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane <p>Additionally, you must notify Ofsted or the childminder agency with which you are registered of any confirmed cases in the setting (either child or staff member). You should also tell Ofsted if you have to close the setting as a result. This is a legal requirement. Report as soon as you are able to, and in any case within 14 days. See the guidance on reporting incidents to ensure all of the information required is included:</p> <p>https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business</p>		
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			<p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter.</p> <p>The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p> <p>A confirmed case of Covid-19 (in respect of employees only) may be reportable to the HSE by the Headteacher under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where there is reasonable evidence that a work-related exposure to Covid-19 is the likely cause of the disease in an employee. Before making a report further guidance should be consulted at: https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law</p>		
<p>Permitting contractors on site (all settings)</p>	<p>Harm to contractors, staff and children from direct contact with Covid-19</p>	<p>9</p>	<p>No contractors can enter the site if they have symptoms.</p> <p>Contact all contractors (food, cleaning, maintenance etc) to ensure they are aware of school protocols.</p> <p>The normal safeguarding arrangements apply.</p> <p>Contractors who have long term contracts and have staff regularly on school sites (e.g. caterers, pfi,</p>		<p>3</p>

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			<p>cleaners, cover) will be offered LFD test kits for their staff to self swab and test themselves twice a week at home. Contract staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. They should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the <i>'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</i>. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home.</p> <p>Contract staff who test positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p> <p>Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). They should continue to apply the measures in the system of controls to themselves and the wider school setting.</p> <p>Contractors are not to be prevented from being on site because they have not completed a LFD test.</p>		
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			<p>Contract staff living with someone who is showing symptoms, or has tested positive in the last 10 days, must not attend for at least 10 days from the day after the start of the person’s symptoms, or from their test date if they did not have any symptoms but have had a positive test.</p> <p>Contractors must have procedures for maintaining social distancing/protecting each other and ensuring proper hygiene (HSE requirements), as well as a mechanism for reporting any potential COVID-19 cases to the school. This should be in the form of an additional Coronavirus Risk Assessment and additional Method Statement where applicable.</p> <p>Individual/infrequent contract workers must be able to socially distance whilst completing the work, or be suitably protected using PPE if social distancing is not possible. Contact with staff and pupils must be controlled.</p>		
	Harm to contractors, staff and pupils from indirect contact with Covid-19	6	Discuss any additional cleaning requirements with cleaning contractors/cleaning staff and put in place.		3
Permitting visitors/parents/carers on site (all settings)	Harm to visitors staff and children from direct contact with Covid-19	9	<p>No visitors/parents/carers can enter the site if they have symptoms, or if they should be self isolating.</p> <p>Specialists, therapists, clinicians and other support staff for children with Special Educational Needs and Disabilities (SEND) should provide interventions as usual. They, as well as other professionals or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such</p>		3

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			<p>specialists will be aware of the PPE most appropriate for their role.</p> <p>Parents and carers are able to enter a setting to help their children adapt to their new environment. Settings should ensure that parents and carers:</p> <ul style="list-style-type: none"> ● wear face coverings, if required, in line with arrangements for staff and other visitors to the setting ● stay for a limited amount of time (ideally not more than an hour) ● avoid close contact with other children ● are aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting a setting with their child <p>In-person visits from parents and carers can take place if they are necessary but settings should make use of remote visits wherever possible. Settings should work with parents and carers to ensure they still have visibility of the childcare environment during this time, including through the use of remote visits, pictures and phone calls.</p> <p>Where face to face meetings are unavoidable appointments must be staggered to avoid congestion and effective social distancing must be implemented.</p> <p>Nurseries and pre-schools are to ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of Nursery/pre-school hours, they should. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p>		
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			<p>Limit numbers of people in reception areas and where required implement queueing protocols the same as shops.</p> <p>Install a sneeze screen on the reception desk if it is required.</p>		
	<p>Harm to visitors, staff and children from indirect contact with Covid-19</p>	<p>6</p>	<p>Ensure that entrance doors are cleaned several times daily and at least after the start of a session, after lunchtime and after a session, as a minimum.</p> <p>Hand sanitiser is to be provided in all reception areas.</p>		<p>3</p>

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Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”. The Hierarchy of Controls are:

Order No.	Control	Example
Firstly	Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, eg using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. NOTE: This is a last resort control and should be for interim periods only, while higher level control is developed or implemented.