

Covid-19 Risk Assessment



Kenilworth Nursery School

This risk assessment recognises that COVID-19 virus is a hazard. It also reflects that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). This risk assessment concludes that if it is passed from one person to another, while many survive infection, some may die from the disease. It is regarded as a high hazard.

This risk assessment process follows the Health & Safety Executive (HSE) general basic five steps principle. This risk assessment considers the specific activities where there could be a potential exposure or transmission of COVID-19 and considers the general hazards and controls.

Kenilworth Nursery School	
Risk Assessment for:	normal school activities and day-to-day operation
Assessment Date:	August 2021
Review Date:	30 September 2021

This risk matrix will be used to evaluate risks for each activity:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH

	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
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Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
1. Employees	1.1 New employees unfamiliar with mitigation procedures in place	<ul style="list-style-type: none"> Induction for all new members of staff 	medium	Focused piece of work in September with students	Assistant Headteachers to support student teachers with induction
	1.2 New/expectant mothers at greater risk if infected	<ul style="list-style-type: none"> Individual risk assessments completed for new/expectant mothers and mitigations put in place as identified 	medium	Not current issue- under constant review	SLT to monitor
	1.3 Language barrier prevents full understanding of procedures and protocols	<ul style="list-style-type: none"> All key information is presented both verbally and in written format (translated if needed) 	low	Keep under constant review- no current issues	EHT monitor

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	1.4 Exposure to other employees who may be infected	<ul style="list-style-type: none"> • Reduce capacity of staff room to promote social distancing • Hand sanitiser to be used on entry/exit of the building and intermittently as required eg. Before after using bathrooms. • Stabalised aqueous ozone spray bottles in every space for instant surface disinfectant and misting air.(including use in staff bathroom) • Increased hand washing for staff is expected • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow - fans by doorways) • Dyson air filters in any rooms where air flow is restricted. • CO2 monitors with spaces/activities changed if 800 is reached. • Ensure staff are aware of these ventilation controls • Full vaccination of staff to be strongly encouraged • Twice weekly LTD testing to continue through Autumn term • Use of large rooms for staff meetings to ensure social distancing is in place • Any shared equipment (e.g. pens) to be cleaned with stabilised aqueous ozone. • Ensure that all staff understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Ensure that staff understand the procedures to be followed if they are a close contact for a positive Covid-19 case • Ensure all staff understand how to report symptoms, possible exposure concerns and test results • Ensure most current guidance is being followed • Reduced numbers permitted in shared working environments or strict social distance to be maintained 	medium	Keep safety measure as a standing item on staff briefings so it retains importance and is in minds of team.	SLT to monitor and continually raise/address

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	1.5 Exposure to members of the public (parents/visitors/other professionals) who may be infected	<ul style="list-style-type: none"> • Limit visitors to the school site as much as practically possible, eg. 1:1 settling in visits rather than group. • Encourage social distancing at all times whilst on site, eg. Maintain door drop off for parents as previous terms • Hand sanitiser to be used on entry/exit of the building • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow) and use of Dyson air filters. • Ensure staff are aware of these ventilation controls and are using CO2 monitors to assess rooms. • Use of large rooms for meetings to ensure social distancing is in place or outdoor spaces. • Ensure that all visitors/parents understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap and can not return until the test result is received and negative. • Remind all parents that children who are unwell should not attend school. • Ask parents to make responsible decisions should a member of the household/sibling test positive and keep child at home for that period. • Ensure most current guidance is being followed • Reception area to remain closed to public to limit exposure to staff, reception staff to meet at doorway. • Any shared equipment (e.g. pens) to be cleaned with stabilised aqueous ozone. • Any visits off site must be fully risk assessed to include control measures (e.g. hand washing, social distance) for minimising the risk of exposure to Covid-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will not be deemed unsuitable and high risk and shall not go ahead 	medium	Additional summary guidance for staff team regarding doorstep visits.	EHT and AHTs

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	1.6 Exposure to virus through close interactions between employees and children	<ul style="list-style-type: none"> • Ensure children use hand sanitiser/wash hands when entering or exiting the building • Limit close contact as much as possible whilst still ensuring full delivery of the curriculum • Staff to have access to PPE for close hygiene support of young children, gloves, aprons and visors. • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow - not fans) monitor with CO2 monitors, all levels to be below 800. • Misting and regular spray with stabilised aqueous ozone. • Ensure staff are aware of these ventilation controls • If children display Covid-19 symptoms then isolate them in the reception area, maintain 2m distance and contact parents to collect and get them tested asap • Limit use of shared equipment and clean items before returning to central storage using aqueous ozone sterilisation. 	medium	Not at the moment - under constant review	SLT and leads on site
	1.7 Exposure to virus through close interactions between employees whilst using welfare facilities	<ul style="list-style-type: none"> • Aqueous ozone sprays to be used to clean touch points in toilets before each staff use, staff to leave spray on closed lid to ensure next person knows spraying has occurred. • Aqueous ozone sprays to be available for staff to use when sharing equipment in the staff room (e.g. kettle) as well as hand sanitiser • Staff encouraged to limit numbers in the staff room • Doors and windows to be opened to facilitate ventilation • Ensure staff are aware of the ventilation controls 	medium	Not at the moment - under constant review	SLT to monitor
	1.8 Repeated interactions for increasing amounts of time	<ul style="list-style-type: none"> • Ensure staff understand the need to limit close interactions and what counts as close interaction • Staff discussions about young children and the closeness they can require when upset and unsettled. Consider how staff can feel comfortable to use PPE during this period and 'tag in' and out to access hand washing etc or change of clothes, 	medium	Not at the moment - under constant review	
	1.9 In places where people find it difficult to avoid one another	<ul style="list-style-type: none"> • Ensure staff understand the need to limit close interactions by avoiding crowded spaces (e.g. photocopier room, toilets) 	medium	Not at the moment - under constant review	

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	1.10 Through virus transfer on most commonly touched surfaces	<ul style="list-style-type: none"> Enhanced cleaning with normal cleaning products by the cleaning team Stabilised aqueous ozone spraying and cleaning through out the day at as each session ends. 	medium	Not at the moment - under constant review	
	1.11 Clinically vulnerable staff might be more susceptible to enhanced risk from the virus	<ul style="list-style-type: none"> Complete individual risk assessment and look at ways to reduce risk in their working environment 	medium	Not at the moment - under constant review	AHT
2. Pupils	2.1 Exposure to other pupils who may be infected/through close interactions	<ul style="list-style-type: none"> Hand sanitiser/hand washing on entering/exiting the building and regularly throughout the school day (specifically after lunch and break times) Ensure parents are aware of the need to keep unwell children at home and to get PCR test if showing Covid-19 symptoms Ensure that staff know how to isolate unwell children showing Covid-19 symptoms and to contact parents, asking them to arrange PCR test Common touch points to be additionally cleaned each day Limit use of shared equipment and clean items before returning to central storage Ventilation of all rooms in school (natural air flow - and air filters) Use of CO2 monitors. Open and honest discussions with young children about staying safe, keeping items out of mouths, any items in mouths to be taken out of circulation and placed in Milton or sprayed with O3. Use of spots to seat children in spaces and discussions about 'our space' using our hands to reach around us for space. Ensure staff are aware of these ventilation controls 	medium	Not at the moment - under constant review	

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	2.4 Exposure to virus through close interactions between pupils and staff/staff who may be infected/other visiting adults	<ul style="list-style-type: none"> • Ensure children and staff/visitors use hand sanitiser/wash hands when entering or exiting the building • Limit close contact as much as possible whilst still ensuring full delivery of the curriculum • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow - fans by doors only if required on still days) • Ensure staff/visitors are aware of these ventilation controls • If children display Covid-19 symptoms then isolate them in the library, maintain 2m distance and contact parents to collect and get them tested asap • Ensure that all staff/visitors understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Ensure that staff/visitors understand the procedures to be followed if they are a close contact for a positive Covid-19 case • Ensure all staff/visitors understand how to report symptoms, possible exposure concerns and test results • Air filters and Co2 monitors • Ongoing cleaning and misting with aqueous ozone. 	medium	Not at the moment - under constant review	All staff to have a H&S responsibility, monitored by SLT
	2.5 Through virus transfer on most commonly touched surfaces	See 1.10	medium	Not at the moment - under constant review	All staff and SLT
	2.6 Language barrier prevents full understanding of procedures	<ul style="list-style-type: none"> • Staff to ensure that children understand by demonstrating what needs to be done and having other children model expected behaviours • Ensure that visual cues support guidance • Use Julia Donaldson cartoons to remind children about 'room on the broom' and room on the carpet! 	low	Not at the moment - under constant review	All staff and keyworkers and SLT
	2.7 New pupils unfamiliar with mitigation procedures in place	<ul style="list-style-type: none"> • Staff to ensure that children understand by explaining what needs to be done and why, as well as supporting them through each step until they get the hang of it • Use rhymes and routines to establish how to be safer at school. • Hand gel and hand wash to begin the session etc, and for snack times etc, when changing spaces. • Use of automatic dispensers in doorways. 	low	Not at the moment - under constant review	All staff monitored by SLT

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	2.8 Through off site visits where control measures will vary	<ul style="list-style-type: none"> Any visits off site must be fully risk assessed to include control measures (e.g. hand washing, social distance) for minimising the risk of exposure to Covid-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will not be deemed unsuitable and high risk and shall not go ahead 	medium	Additional summary guidance for home visits.	AHT and teachers to share
3. Cleaners	3.1 Through cleaning of contaminated surfaces (e.g. in classrooms, toilets)	<ul style="list-style-type: none"> Cleaning staff to be provided with suitable PPE (e.g. disposable gloves, aprons) and understand that they are expected to wear this PPE whilst carrying out their cleaning duties Doors and windows to be opened to facilitate ventilation Ensure staff are aware of the ventilation controls Increased hand washing for staff is expected Additional cleaning of surfaces during the day will reduce the potential viral load Where a positive case is confirmed, cleaning staff must also wear face masks when cleaning that area/classroom Aqueous ozone will be used to clean the area/classroom 	medium	under constant review	SLT and leads on site
	3.2 Through ineffective disposal of contaminated cloths	<ul style="list-style-type: none"> Cleaning staff to be provided with suitable PPE (e.g. disposable gloves, aprons) and understand that they are expected to wear this PPE whilst carrying out their cleaning duties All cloths to be disposed of at the end of each day or soaked in milton overnight Where a positive case is confirmed, all cloths will be disposed of after each area/classroom is cleaned. Cloths will be disposed of in a double bagged bin bag and immediately removed to the outside bins. 	medium	under constant review	SLT and leads on site
	3.3 Through shared cleaning equipment (e.g. vacuum cleaner)	<ul style="list-style-type: none"> Cleaning staff to use aqueous ozone to clean the equipment before it is shared or returned to storage cupboards 	medium	Consider additional equipment for separate classroom spaces so each cleaner has own set.	AHT and SLT

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	3.4 Exposure to virus through close interactions between employees	<ul style="list-style-type: none"> • Staff encouraged to limit numbers in the classrooms • Air filters should always be on and CO2 monitors in use, also in staff spaces. • Cleaning staff to be assigned to separate areas of the school to ensure reduction in close working with other employees • Doors and windows to be opened to facilitate ventilation • Ensure staff are aware of the ventilation controls • Suitable PPE to be provided for the cleaning team (e.g. disposable gloves, aprons) • Increased hand washing for staff is expected 	medium	Not at the moment - under constant review	SLT to model and monitor
	3.5 Language barrier prevents full understanding of procedures and protocols	<ul style="list-style-type: none"> • All key information is presented both verbally and in written format (translated if needed) 	low	Not at the moment - under constant review	SLT and leads on site
4. Visitors or volunteers	4.1 Exposure to school employees who may be infected	See 1.5	medium	Not at the moment - under constant review	SLT and leads on site
	4.2 Exposure to virus through close interactions between visitors and children	See 2.4	medium	Not at the moment - under constant review	SLT and leads on site
5. Contractors	5.1 Exposure to school employees who may be infected	<ul style="list-style-type: none"> • Limit contractors to the school site as much as practically possible whilst ensuring that school is fully operational • Encourage social distancing at all times whilst on site • Hand sanitiser to be used on entry/exit of the building • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow - not fans) • Ensure contractors are aware of these ventilation controls • Ensure that all contractors understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Ensure most current guidance is being followed and that contractors are also regularly using LFT checks. • These control measures should also form part of the method statement for any planned works on the school site 	medium	Not at the moment - under constant review	AHT and SLT

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6. Agency/additional/temporary Staff	6.1 Exposure to school employees who may be infected	See 1.1 to 1.10 - Employees	medium	None - under constant review	SLT and leads on site
	6.2 Exposure to virus through close interactions between agency staff and children	See 1.1 to 1.10 - Employees	medium	None - under constant review	SLT and leads on site
	6.3 Through virus transfer on most commonly touched surfaces	See 1.1 to 1.10 - Employees	medium	None - under constant review	SLT and leads on site
7. Work Experience/Student placements	See section 1 - employees	Work experience students in school will be treated as employees and risk assessed as such. See section 1.1 to 1.10. Ensure induction process is clear and that staff are also modelling good safe conduct in relation to covid measures to students.	medium	- constant review and liaison with SCITT	AHTs and EY hub lead
8. Maintenance Workers	8.1 Exposure to school employees who may be infected	<ul style="list-style-type: none"> • Limit maintenance workers to the school site as much as practically possible whilst ensuring that school is fully operational • Encourage social distancing at all times whilst on site • Hand sanitiser to be used on entry/exit of the building • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow - not fans) • Ensure maintenance workers are aware of these ventilation controls • Ensure that all maintenance workers understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Ensure most current guidance is being followed 	medium	Not at the moment - under constant review	SLT and leads on site

Monitor and Review

Date of review:	
Reviewed by:	
Changes needed?	
Notes	