



Hirst Wood Nursery School Risk Assessment Form

**Risks:**

- **Infection – COVID-19**
- **Safety of Children**
- **Maintaining a Safe Environment**

Date: 14th July 2020

The safety and welfare of our children and staff is paramount. It is the responsibility of all adults to safeguard and promote the welfare of pupils. This responsibility extends to a duty of care for any adults who work in the school or grounds.

This document has been completed by referring to the relevant national guidance documents of:-

1. Planning guide for early years and childcare 24th May 2020
2. [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)-12th May 2020
3. [Implementing protective measures in educational and childcare settings](#)-12th May 2020
4. Safe working in education, childcare and children's social care settings, including the use of PPE- 14th May 2020
5. Cleaning in non-healthcare settings- 15th May 2020
6. Actions for EY and childcare providers during the coronavirus outbreak- 15th May 2020
7. Opening schools guidance for parents-11th May 2020
8. Actions for schools during the coronavirus outbreak – 18th May 2020
9. EYFS coronavirus dis-applications -24th April 2020
10. Conducting a SEND risk assessment during the coronavirus outbreak-7th May 2020
11. Managing school premises which are partially open-24th April 2020
12. Supporting vulnerable children and young people during the coronavirus outbreak-actions for educational providers and other partners- 15th May 2020
13. Supporting children and young people with SEND as schools and colleges prepare for wider opening-26th May 2020
14. School Governance: Coronavirus (COVID19) 4th June
15. Protective Measures for out-of-school settings during the Coronavirus (Covid-19) outbreak, 1st July 2020
16. Guidance for full opening – Schools, 2nd July 2020
17. Checklist for September, NEU/GMB/Unison/Unite commentary & checklist, 13th July 2020

Please indicate below any potential hazards you have identified through your risk assessment using the risk ratings:

Minor	Moderate	Substantial
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Staffing Advice

Clinically vulnerable adults who can not work from home must be given the safest possible roles – [see the blue guidance on the risk assessment](#).
Adults who live with clinically extremely vulnerable adults must be supported to work from home.

Attendance by Children

Clinically extremely vulnerable children must be supported to learn at home.
Clinically vulnerable children need to contact their GP for advice.

Equality of opportunity – consider that some parents may require translation of instructions to ensure that they are able to fully understand and comply with instructions- translation resources may be required

Potential Hazard	Who is at Risk	Risks	Control Measures	Risk Rating After Controls
<p>Drop Off and Pick Up</p> <p>COVID-19 infection spreading between children, parents and staff at drop off and pick up.</p> <p>Safeguarding – missing child.</p>	<p>Pupils Staff Parents Visitors</p>	<p>Substantial Illness</p> <p>Moderate Death</p>	<p style="text-align: center;">Only come to school if you are well.</p> <p>If a member of your household has received a shielding letter from the NHS please DO NOT attend School. Please contact your GP for advice if your child or a member of your household is classed as clinically vulnerable.</p> <p>If anyone in your household has Covid-19 symptoms, it is essential that you follow the guidelines for testing and self-isolation. All colleagues are requested to use the governments ‘track and trace APP’.</p> <p>Only essential visitors to school who will have to remain outside (unless having to enter where social distancing measures will be imposed and they will be asked to use Ozone spray to sanitise hands and clothes).</p> <p>Pupils wash their hands:</p> <ul style="list-style-type: none"> • before leaving home • on arrival at school, after which Ozone will be applied to hands & coats • before leaving school, after which Ozone will be applied to hands & coats <p>Provide parents with a video link (and on the learning portal) to share with children about the importance of hand washing and how to undertake this effectively</p> <p>Parents</p> <ul style="list-style-type: none"> • one parent to drop off • only bring siblings to drop off if they are unable to stay at home • staggered start and finish times with clear expectations that parents arrive and collect on time. There is no contingency for lateness as groups can’t wait for others. <ul style="list-style-type: none"> ➤ 8.30 Sycamore ➤ 8.45 Hawthorn ➤ 9.00 Willow <ul style="list-style-type: none"> • one-way system down the path with 2m markings (top of the path to the bottom of the path) • path closed to Saltaire Primary School children & parents • apply social distancing as far as possible - a banner will be placed on the fence to remind • drop off outside the gate next to pram store (wait under veranda if raining) • minimise contact with a crying child by removing them from the adult quickly – it may not be possible for some children to attend if they are extremely distressed • gates will be locked after designated drop off and pick up times 	<p>Moderate Infection Risk Reduced</p>

			<p>Keeping the Children safe</p> <ul style="list-style-type: none"> • Headteacher managing opening / lock up at the top gate (register of children arriving) • Another member of staff on the bottom gate ensuring that all parents leave the premises and there are no children on the path • other member of staff supervising the children who have already arrived + headcount • Circles are outlined on the floor for the children to stand on • if a child goes missing follow the 'Missing Child Policy' <p>No items to be brought from home other than the clothes they are wearing that day. These will be sprayed with Ozone as soon as children arrive. Parents will be advised to change children's clothes daily.</p> <p>Clean the gate between uses with Ozone spray.</p> <p>Sunshine Club 7.45 drop off 5.45 pick up</p> <p>Same procedure applies to Nursery classes. Children will be picked up and dropped off in 3 groups and taking to each allocated room. After School children from Saltaire Primary School will be brought to a neutral zone in Hirst Wood (buggy shelter) and then moved to their rooms. Whilst children will be mixing these are small, consistent groups and all children are traceable should a case be confirmed. Parents have been provided with a copy of the risk assessment and clear procedures for keeping everyone safe</p> <p>Vulnerable Staff Vulnerable staff should not be on the gate to avoid close contact with parents.</p>	
<p>Travel to and from School</p> <p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>Pupils Staff</p>	<p>Substantial</p>	<ul style="list-style-type: none"> • Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. • Recommend to parents NOT to use public transport where at all possible 	
<p>Staff with underlying health issues</p> <p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>		<p>Substantial</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from COVID-19 have been working from home • Current government guidance is being applied. 	<p>Minor Control measures in place</p>

<p>Contaminated Surfaces</p> <p>Spread of COVID 19 due to contaminated surfaces.</p>	<p>Pupils Staff</p>	<p>Substantial Illness Moderate Death</p>	<p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> • before leaving home • on arrival at school, spray with Ozone • after using the toilet, spray with Ozone • before food preparation, spray with Ozone • before eating any food, including snacks, spray with Ozone • before leaving school, spray with Ozone <p>Staff are advised to not wear jewellery and to wash their clothes when they arrive home.</p> <p>This will be facilitated by:</p> <ul style="list-style-type: none"> • soap and hot water in every bathroom and classroom • the location of hand sanitiser stations in all rooms • the use of Ozone technology (large spray and atomiser sprays x 2 in each room) <p>Minimising Home–School Contamination (Children)</p> <ul style="list-style-type: none"> • no items to be brought from home other than the clothes they are wearing that day • advice to parents is to change children’s clothes daily and for them to be washed after being in School • on arrival and departure clothes and hands will be sprayed • returned school clothes to be placed in a box by the gate and sprayed / re-washed • Any children who require nappies – parents have been asked to provide a sealed new pack of nappies that will be sprayed with Ozone on arrival to School <p>Minimising Home–School Contamination (Staff)</p> <ul style="list-style-type: none"> • minimise the number of objects brought to school e.g. bags • do not bring resources from home unless they are single use e.g. cornflour for messy play (if possible order through school) • do not take items home for work e.g. records of achievements • do not stay at work longer than necessary <p>Cleaning and areas of provision</p> <p>Substantial touch areas to be cleaned regularly by the cleaning company and lunchtime staff. Bins will be emptied at lunchtime and at the end of the day. All provision to be reduced with a small number of resources being put out each day.</p> <p>Specific guidance:</p> <p>Water Play – washing up liquid in the water Sand – encourage handwashing before and after use. Messy Play & Dough – dough will be used for 2 weeks only and then replaced. Encourage handwashing before & after use Dressing Up – remove clothes Soft toys & cushions - remove soft toys Toys to be washed or treated with the Ozone at the end of each day by classroom staff.</p>	<p>Moderate Infection Risk Reduced</p>
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			<ul style="list-style-type: none"> •Expectations reinforced with parents via a phone call regarding Only Come to School if you are Well •Updated signs and symptoms displayed on the website •Parents will only be able to leave their child at nursery if they have supplied an up to date phone number and are contactable throughout the session 	
<p>Minimising infection transmission</p> <p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	Pupils Staff	Moderate	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • A record of any COVID-19 symptoms in staff or pupils is reported to the local authority. 	Moderate Transmission rate reduced
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	Pupils Staff	Moderate	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and parents as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Specific Coronavirus section on the website that includes all copies of Government guidance, risk assessment and public health England information 	Minor
<p>Interactions</p> <p>COVID-19 infection spreading between children and staff during the school day.</p>	Pupils Staff	<p>Substantial Illness Moderate Death</p>	<p>Zones</p> <p>Each class will be allocated 'zones' which include and indoor area, toilets and outdoor area. Children will not mix with each other.</p> <ul style="list-style-type: none"> • Willow – N1, large bathroom, lower playground area • Hawthorn – N3, bathroom, wilderness garden & Forest School area • Sycamore – Community Room, Community Room bathroom, grassed area <p>Staff</p> <ul style="list-style-type: none"> • Each member of sign to use the signing in sheet with their own pen (not a communal one) • A box of gloves will be adjacent to the signing in sheet, these are to be worn when entering the security code in the key pad and for the door handle opening • A hand sanitiser will be available to use <p>Groups</p> <p>Staff and children will be allocated to a specific group(s). Staff will only work with their allocated group(s). Children will only mix with their allocated group. PPA will be covered by a consistent member of the group rather than other colleagues working across all groups.</p>	Moderate Infection Risk Reduced

			<p>Ask parents to share the owl and the tortoise video on social distancing with children https://www.facebook.com/113162570107415/posts/.242866406803427/?vh=e</p> <p>Classrooms</p> <ul style="list-style-type: none"> • create larger spaces so that children don't play as closely to each other • open windows • ongoing cleaning of substantial touch areas • equipment to be cleaned at the end of each day • pedal bins to be emptied during and after sessions • as far as possible reduce the sharing of equipment and resources • books to be allocated to 'groups' as these are not easy to clean • move tables & chairs to 2 metres apart where possible or distribute chairs in a manner that encourages social distancing <p>Outside</p> <ul style="list-style-type: none"> • use outdoor space as much as possible (free flow for most of the day) • ongoing cleaning of substantial touch areas • equipment to be cleaned at the end of each day • items such as the climbing frame can only be used by one group and frequently cleaned <p>Adult – Child Interactions</p> <ul style="list-style-type: none"> • avoid close interactions • provide comfort verbally and try distraction • be aware of height and body position - try not to have face to face contact at the same level <p>Adult Interactions</p> <ul style="list-style-type: none"> • observe 2m social distancing whenever possible (see further guidance under procedures) <p>Intimate Care</p> <ul style="list-style-type: none"> • children to arrive with 'once a day' sun cream applied • encourage children to be as independent as possible • wear the level of PPE you feel comfortable with – mask, gloves, visor, apron • minimise the duration of contact when administering first aid • wash hands after any form of interaction <p>Vulnerable Staff</p> <ul style="list-style-type: none"> • should be outside as much as possible • must not undertake intimate care • must be allocated to the least number of groups possible 	
<p>Coughs, Sneezes & Illness</p> <p>COVID-19 infection spreading due to an ill member of staff or child.</p>	<p>Pupils Staff</p>	<p>Substantial Illness Moderate Death</p>	<p>Children and staff to only attend school if they feel well. Government guidelines are to be followed for self-isolating. Government quarantine guidelines are to be followed.</p>	<p>Moderate Infection Risk Reduced</p>

Coughs and Sneezes

Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin.

- disposable tissues in all the rooms in use
- lidded bins in classrooms and bathrooms for the disposal of tissues and any other waste (emptied at lunchtime and at the end of each day)
- double bagging waste when bins are emptied
- implement the 'catch it, bin it, kill it' approach – display posters in all rooms
- if tissues are not available people should cough and sneeze into the crook of their elbow
- the location of hand sanitiser in the all rooms
- Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing should be double bagged then stored for 72 hours (in the laundry room) before being thrown away in the external bins

Child with Symptoms

Non touch thermometers to be available in each bubble. A child with symptoms should be isolated in the sensory room. Explain to them that they are safe and that you will sit by the door. Open the window for ventilation. The child should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If they need to go to the bathroom whilst waiting for their parent they should use the staff toilet. The toilet and sensory room should be cleaned once they have left. PPE should be worn to supervise an ill child – mask, visor, gloves and apron. PPE kit for the sensory room.

Adult with symptoms

An adult with symptoms should inform the safeguarding lead then go home to self isolate. A key worker test should be requested. If you do not feel well before coming to work, please telephone Jayne Taylor on 07949 200598 as soon as possible.

Suspected and confirmed cases

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Staff and students should request a test if they display symptoms of coronavirus.

If the test returns negative, they can return to their setting and the fellow household members can end their self-isolation.

If the test returns positive, the rest of their group should be sent home and advised to self-isolate for 14 days. 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. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

			<p>Parents and staff to sign up for the Track and Trace APP</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <p>The pupils and staff in each group</p> <p>Any close contact that takes place between children and staff in different groups</p> <p>Close contact means:</p> <p>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</p> <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) ○ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ○ Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Contingency planning Contingency planning must be in place to cover key roles such as DSL, first aid and SENDCO.</p>	
<p style="text-align: center;">First Aid</p> <p>A child or adult being put at risk due to inadequate first aid cover.</p>	<p>Pupils Staff</p>	<p style="text-align: center;">Substantial Illness Moderate Death</p>	<p>First Aiders</p> <ul style="list-style-type: none"> • a qualified first aider will be on site at all times • as far as possible each group will have a qualified first aider • First Aid certificates extended for three months • minor first aid must be dealt with by an adult in the group • wear PPE if an incident is likely to require sustained contact • you are not required to complete a bump note to send home to parents, please let the office know there has been an injury / accident and we will ring the parent <p>Care plans and medicine</p> <ul style="list-style-type: none"> • care plans and medicines to be stored in the medical box in the classroom • a contingency plan must be in place to cover the role of first aider if they are absent 	<p style="text-align: center;">Moderate</p>

<p>Changes to Procedures</p> <p>Existing procedures which could cause COVID-19 infection to spread between children and staff during the school day.</p>	<p>Pupils Staff</p>	<p>Substantial Illness Moderate Death</p>	<p>Registers</p> <ul style="list-style-type: none"> • staff to take the attendance register • each colleague has their own individual pen for personal use • Head teacher to complete the daily data returns using the DfE portal • encourage parents whose children have been invited in to inform school if they are not coming in as normal, so the reason for absence is understood and can discuss it with them if needed <p>Phones</p> <ul style="list-style-type: none"> • only Caroline uses the main phone in the office • only Jayne uses the phone in her room • if Jayne or Caroline can not make the phone call use the 'shared' office or resource room phones and clean them after use with Ozone • all equipment will be cleaned daily with Ozone <p>Computers & Copiers</p> <ul style="list-style-type: none"> • avoid using shared computers and copiers • if you use shared computers and copiers wipe the keyboard / key pad • all equipment will be cleaned daily with Ozone <p>Keypads</p> <ul style="list-style-type: none"> • key pads to be frequently cleaned • hand sanitiser placed next to the main door and corridor door • all equipment will be cleaned daily with Ozone <p>PPA</p> <ul style="list-style-type: none"> • when possible PPA should be taken at home to minimise the use of shared equipment and the use of small rooms <p>Small Rooms</p> <ul style="list-style-type: none"> • minimise the amount of time spent in small rooms • open windows • one person at a time in Resource Room, Little Room, Professional Practice, Sensory Room and Entrance <p>Staff Room</p> <ul style="list-style-type: none"> • minimise the amount of time in the staff room • maximum of 3 people in the staff room • staff are encouraged think carefully about where to be at lunch time options may include: <ul style="list-style-type: none"> • go home for lunch • eat outside or in a car • clean a table and eat in the room in which they are working • minimise the use of 'substantial touch' staff room equipment e.g. bring a flask, use and ice pack instead of placing food in the fridge 	<p>Moderate Infection Risk Reduced</p>
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			<ul style="list-style-type: none"> wipe the handles of 'substantial touch' staff room equipment or spray with Ozone <p>Office</p> <ul style="list-style-type: none"> as far as possible only Caroline is to use the main office Bev to undertake her Sunshine Club admin at home where possible, or Wednesday morning when Caroline works from home to communicate with Caroline either write a note or open the automatic doors and stand away from the window <p>Corridors</p> <ul style="list-style-type: none"> stay 2 metres apart if possible walk on the left avoid crossing where possible or step into a doorway windows open <p>Toilets</p> <ul style="list-style-type: none"> pretend someone has done a really stinky poo and hold your breath whilst using the toilet (this statement will test if you have read the risk assessment) wash hands after using the toilet use the cleaning materials available to maintain hygiene all areas to be cleaned daily with Ozone 	
<p>Procedures at Lunchtime and for Snack</p> <p>Existing procedures which could cause COVID-19 infection to spread between children and staff during the school day.</p>	<p>Pupils Staff</p>	<p>Substantial Illness Moderate Death</p>	<p>Dinner Numbers</p> <p>A sign outside each room to show how many dinners are required. Eileen can then see without the need to enter.</p> <p>Setting Up for Dinners</p> <ul style="list-style-type: none"> wash hands before starting to set up and apply Ozone spray wear gloves to put out place setting (children do not collect their own) a trolley with lunch will be delivered to outside each classroom limiting the need to enter <p>Dinner supervision</p> <ul style="list-style-type: none"> 2 adults allocated to each group, no mixing of staff do not sit at the table only approach children to serve food or provide support wash hands after helping a child to cut up their food and apply Ozone spray <p>Cleaning</p> <p>When the children return to their teacher / EYP clean the following areas with Ozone:</p> <ul style="list-style-type: none"> bathrooms (including staff) door handles and keypads substantial touch areas in the staffroom 	<p>Moderate Infection Risk Reduced</p>

			<p>Snack</p> <ul style="list-style-type: none"> • wash hands, apply Ozone spray • wipe the table • children eat snack at the same time (not free flow or independent access) • use of disposable cups <p>Vulnerable Staff</p> <ul style="list-style-type: none"> • should stand by an open door or window • minimise contact by only stepping if a colleague needs support • maximise the amount of time outside 	
Procedures at Sunshine Club	Pupils Staff	Substantial Illness Moderate Death	<ul style="list-style-type: none"> • Children will be in small, consistent groups. • Children will be dropped off at 7.45 and taken to their allocated room by the same staff • Children will be sprayed with Ozone on arrival and asked to wash their hands • Parents have been given clear guidelines about no items from home to school (other than coats or book bags) • For children coming from Saltaire Primary School they will be brought via their staff to a neutral zone and will be collected by Hirst Wood staff and the same system in reverse from morning drop off • For the afterschool sessions there will be a dedicated outside team so that the groups do not mix • For teatime the meal will be delivered on a trolley to outside the room so another member of staff does not mix with the group • Children will be collected at 5.45 by parents at their allocated room • Each staff member with each group will have a walkie talkie to communicate with other staff • We have requested for parents to check that their contact details are up to date in case of an emergency <p>Allocated groups & consistent staff</p> <ul style="list-style-type: none"> • HWNSCC & Reception = N1 • SPS Year 1 = N2 (this is not used by Hirst Wood during the day) • SPS Years 2 and 3 = Gallery (this is not used by Hirst Wood during the day) 	
Behaviour Existing aspects of the behaviour policy which could cause COVID-19 infection to spread between children and staff during the school day.	Pupils Staff	Substantial Illness Moderate Death	<p>Amend the behaviour policy to include an appendix on:</p> <ul style="list-style-type: none"> • follow any altered routines for arrival or departure • follow school instructions on hygiene, such as handwashing and sanitising • follow instructions on who pupils can socialise with at school • moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) • expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands • tell an adult if you are experiencing symptoms of coronavirus • rules about sharing any equipment or other items • amended expectations about breaks or play times, including where children may or may not play 	Moderate Infection Risk Reduced

			<ul style="list-style-type: none"> • use of toilets • clear rules about coughing or spitting at or towards any other person 	
SEND	Pupils Staff	Substantial Illness Moderate Death	Guidance on <u>conducting a SEND risk assessment during the coronavirus outbreak</u> –has been reviewed ahead of 1 June.	Moderate Infection Risk Reduced
<p>Response to suspected COVID-9 case - See- implementing protective measures in education and childcare settings/ cleaning in non-healthcare settings See also Cleaning after a suspected or confirmed case of Coronavirus.</p> <p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	Pupils Staff	Substantial Illness Moderate Death	<ol style="list-style-type: none"> 1. If a child or staff member displays COVID symptoms they should be sent home from the school. Contact parent/carer immediately. 2. Isolate child with appropriate adult supervision until collection – PPE should be worn if social distancing cannot be maintained (care needs or age of child) 3. You should move children and staff from affected area to enable cleaning-see cleaning after a suspected case. 4. If life at risk or injury call 999 5. Members of staff who support children who are unwell do not need to go home unless they display symptoms or the child subsequently tests positive. 6. Members of staff should wash their hands following contact with the child 7. You do not need to inform other parents and carers of suspected cases 8. The child should isolate for 7 days and immediate household members for 14 days and advice <p>If other cases in the school are detected Public Health England’s local health protection teams will conduct a rapid investigation and advise on the most appropriate action to take.</p> <ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of testing to inform staff deployment. 	Moderate Infection Risk Reduced
<p>Designated Safeguarding Lead Opportunities to safe guard child are missed potentially placing them in harm.</p>	Pupils	Moderate	<ul style="list-style-type: none"> • a DSL or named person must be on site • a contingency plan must be in place to cover the role of DSL if they are absent 	Minor
<p>Prioritising provision</p> <p>The continued prioritisation of vulnerable pupils and the children of critical workers will create ‘artificial groups’ within schools when they reopen</p>		Moderate	<ul style="list-style-type: none"> • Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. • A plan is in place for the phasing in of the other cohorts during the wider reopening. <p>If demand for places is higher than the setting’s capacity when measures to allow physical distancing between groups are in place, it may be necessary to have a temporary cap on numbers of children attending the school.</p>	Moderate

			Solutions might involve working with the local authority to support children attending a nearby setting on a consistent basis. If necessary, we will prioritise vulnerable children and children of critical workers, then 3 and 4 year olds, in particular those who will be transitioning to reception in September, followed by younger age groups.	
Learning & Curriculum Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	Pupils	Moderate	<ul style="list-style-type: none"> •Initial focus to be on PSED: supporting children to become familiar and secure with the new staff, children, learning environments, routines and expectations •Gaps in learning and development will then be addressed through targeted tray activities and by followed the child's learning lead •Website will continue to be updated with home learning activities to support the learning of all children 	Moderate
Communication with parents Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Pupils Staff	Moderate	<ul style="list-style-type: none"> •As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. •A COVID-19 section on the school website is created and updated. •Parent and pupil information packs created Regular letters and clear expectations will be shared before wider reopening <p>Parents are offered the opportunity to sign up for the EYLog electronic assessment system that they can view observations, photographs and videos of their children on a regular basis. They can also make comments in reference to observations and also upload their own observations.</p> <p>Consultations will be held via 'communication calls' using the School telephone system to maintain information sharing and relationships</p>	Minor
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Pupils Staff	Moderate	<ul style="list-style-type: none"> •Key messages reinforced through clear guidelines before children return / join •Key messages reinforced by room staff daily as children are delivered and collected from nursery •Weekly text message reinforces key messages •Infra-red thermometers are available to enable children's temperatures to be taken 	Minor
Transition Pupils moving on to the next phase in their education do not feel prepared for the transition	Pupils	Moderate	<ul style="list-style-type: none"> •A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. •There is regular and effective liaison with the destination school our pupils are transitioning to / this will be shared with parents •Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. •Virtual tours of the school are available for parents and pupils. •Video tours will be offered to new starters and parents. 	Minor
Site Safety Electrical supply systems and equipment, heating	Pupils Staff	Minor	<p>Further safety checks on systems completed by the council's Health and Safety Team.</p> <p>Catering equipment checks by ECS initially.</p>	Minor

and ventilation, hot and cold water and fire alarm systems			Aqua trust regular scheduled monitoring visits for legionella Zurich School Site Reopening: Property Risk Management Checklist completed.	
Fire Safety	Pupils Staff	Minor	Existing measures in place for evacuation and assembly in the outdoor area - see evacuation plans, maps and health and safety policy. Existing muster points will be changed to Community room = sycamore N1 = Willow N3 = Hawthorn Guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during evacuation if there is a risk of fire.	Minor
Invacuation and Lockdown	Pupils staff	Moderate	Existing Invacuation plans in place for lockdown in each room. Guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during invacuation and lockdown if there is a risk to safeguarding. Where possible children to sit /stand spaced out near member of staff. Consider games and songs to use with children until the all clear is given. Ensure invacuation and lockdown procedure is planned, explained and practiced. Record and implement any amendments needed from drills	Minor
Impact on Mental Health / staff well being	Pupils Staff	Substantial Illness	If staff have concerns work out a sensible way forward for individual cases that acknowledge any specific anxieties but which also enables the school's responsibilities to be effectively discharged. It is not business as usual! Teachers and EYPs are NOT expected to write observations or undertake assessments in Summer term. Focus on settling children and basic skills. Understand that children have been at home for 9 weeks with little or no social contact apart from immediate family and this is a BIG change for us all, we need time to readjust and these children are only 3 and 4 years old. We have produced a welcome back letter for children with photographs of plastic visors etc. but this is very different to what they're used to so we have to allow time and patience for them to get used to new routines. Planning will be a basic outline. Parent plans will continue as will some aspects of the online platform for parents who choose not to send their children to school. Well-being support is available – the telephone number is 01274 431000 Maintain regular informal WhatsApp group for all staff team and virtual school development meetings. Update learning portal with weekly planning and videos for children to maintain contact with staff.	Moderate

<p>Leadership, management & Governance</p> <p>Governors are not fully informed or involved in making key decisions</p>	Pupils staff	Moderate	<ul style="list-style-type: none"> • Headteachers report to Governors includes content & updates on how the School is responding to the current circumstances • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Head’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility continuing to meet its statutory duties in addition to covering the response to COVID 19 	Minor
<p>Policy Review</p>	Pupils staff	Minor	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. 	Minor
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	Pupils staff	Minor	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	
<p>Health & Safety</p> <p>Staff are not trained in new procedures, leading to risks to health</p>	Pupils staff	Moderate	<ul style="list-style-type: none"> • Revised staff procedures issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include infection control and updated guidance / policy amendments & appendices 	Minor
<p>Risk assessments</p> <p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	Pupils Staff	Moderate	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the school • When pupils enter and leave school • During movement around school • Delivering aspects of the curriculum, especially where shared equipment/resources is used 	Minor Control measures in place
<p>Bereavement support</p> <p>Pupils and staff are grieving because of loss of friends or family</p>	Pupils Staff	Moderate	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	

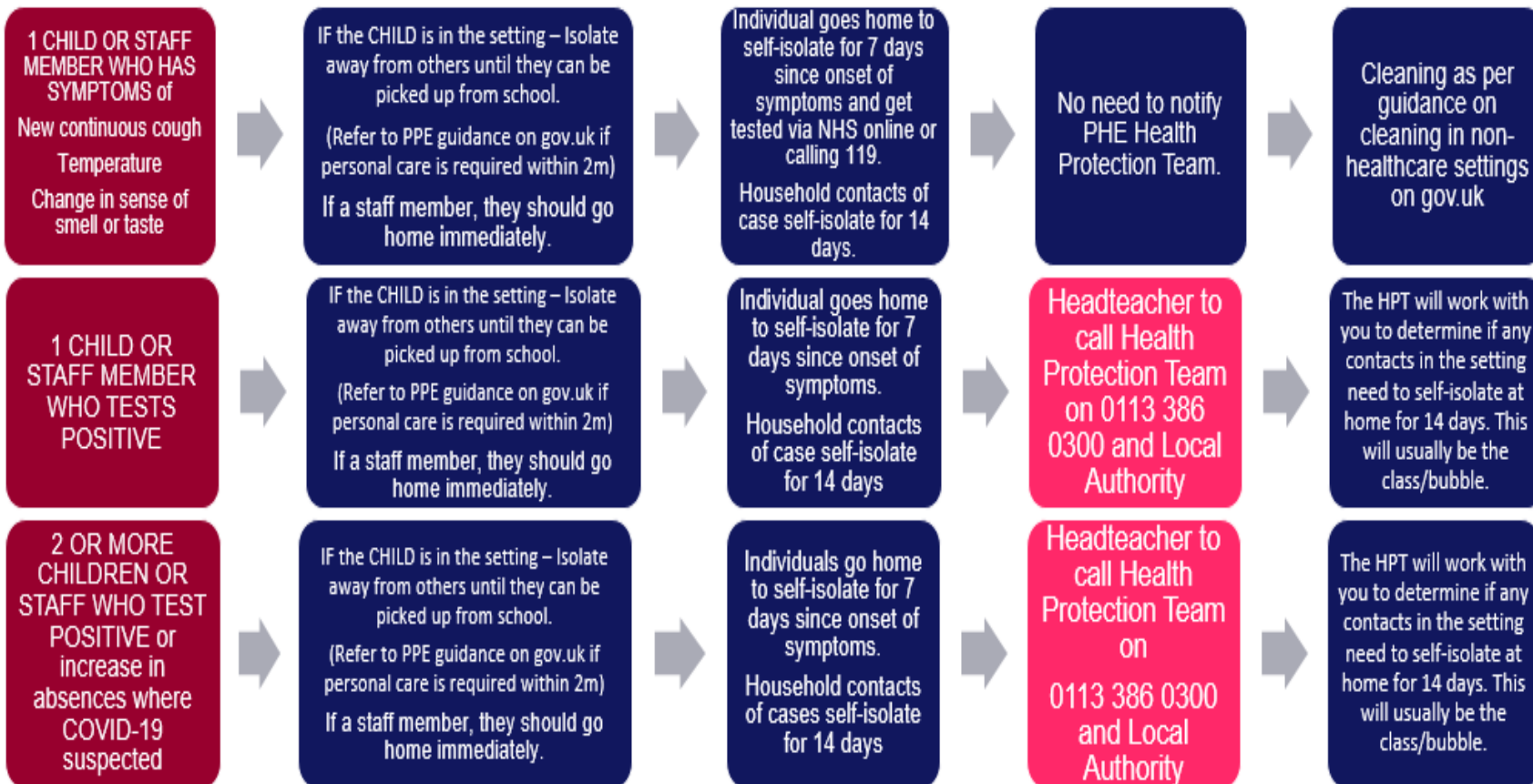
<p>Finance The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>Pupils Staff</p>	<p>Substantial</p>	<ul style="list-style-type: none"> •Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. •Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. •Plans are in place to secure recompense for “Additional expenses” once the government’s scheme is open to claim back additional costs •The school’s projected financial position has been shared with governors and LA 	<p>Medium</p>
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What to do if you have a case of COVID-19 in your school

PHE Yorkshire and Humber

See your School Pack for more information. Guidance is available at: <https://www.gov.uk/coronavirus/education-and-childcare>



Other important control measures to reduce risk to other children and staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact by altering the environment and daily schedules.

USEFUL CONTACTS

CONTACT DETAILS FOR LA

Name	Role	Email	Phone number
Danielle Wilson	Interim Strategic Manager, Education Safeguarding	danielle.wilson@bradford.gov.uk	07967 772544
Emma Hamer	Strategic Manager, Intelligence and Sufficiency	emma.hamer@bradford.gov.uk	7582102545
Jane Hall	Strategic Manager, SEND Transformation & Compliance	jane.hall@bradford.gov.uk	07971 577232
Lynn Donohue	Strategic Manager, Specialist Teaching and Support Services	lynn.donohue@bradford.gov.uk	07582 109266
Marium Haque	Deputy Director, Education and Learning	marium.haque@bradford.gov.uk	7970004628
Niall Devlin	Strategic Manager, SEN Assessment Team and Educational Psychology	niall.devlin@bradford.gov.uk	07971 757960
Rachel Phillips	Strategic Manager, Admissions	rachel.phillips@bradford.gov.uk	07582 100546
Sue Lowndes	Strategic Manager, School Standards and Performance	sue.lowndes@bradford.gov.uk	07773 221727

OTHER USEFUL CONTACT DETAILS

Health Protection Team		0113 3860300	
Local Authority			
Occupational Safety Team		occupational.safety@bradford.gov.uk	01274 431007
Children's Initial Contact Point		childrens.Enquiries@bradford.gov.uk	01274 435600
Emergency Duty Team		childrens.Enquiries@bradford.gov.uk	01274 431010
Educational Psychology Team		ruth.dennis@bradford.gov.uk	01274 439444
Education Safeguarding Team		EdSafeTeam@bradford.gov.uk	01274 437043
FM school meals enquires		chris.morton@bradford.gov.uk	01274 433565
PPE supply		www.gov.uk/guidancelocal-resilience-forums-contact-details#england	
DFE COVID Support for schools			0800 0468687
Edenred		https://www.edenred.co.uk/reward-recipient/Free-School-Meal-Vouchers/	
Testing log in for Headteachers		portalservicedesk@dhsc.gov.uk	

If you are collecting data from a family/household member of the key worker you must ensure that when obtaining the information you provide the person with an overview of this statement. You can read them this verbally over the phone or you can attach to an email where you have requested this data. This process must be followed to ensure we remain GDPR compliant “The Secretary of State for Health & Social Care has given notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 that the Council is required to process and share necessary health and social care data for the COVID-19 pandemic. This will involve the processing of personal data (such as name, address etc.) of individuals including in many cases sensitive, ‘special category’ personal data such as data relating to health information. Data protection law does not stand in the way of the provision of healthcare and the management of public health issues; therefore we take important considerations into account specifically for Coronavirus (COVID-19) when handling personal data in these circumstances , particularly health and other sensitive data. These measures will be proportionate and processed for specific purposes only. In some circumstances we would need to share information lawfully, without consent, if it is in the public or vital interests.”

**Notes for completing the referral form*

It is really important that all details on the referral form are completed and all fields should be considered mandatory. The data being captured is critical to running the process as efficiently as possible and any missing information may result in delays in getting your key worker/family member tested.

It is also really important that the fields are completed correctly with the correct contact information for the person to be tested including email and phone number. Where you are submitting a family/household member for the test you must provide their details on the form and include the key worker name and job title

If your key worker or family/household member **does not have access to a household vehicle** and requires an alternative testing process please put "no vehicle" in field that asks for vehicle details and enter address details in comments box at the last column

If the person to be tested is a **child under 18 and over 5 years** old you must provide the CONTACT details of the parent/guardian who will performing the test on the child.

The **date that symptoms first presented** is critical to the management of this process. Staff who will be over day 5 at the time they arrive at the test centre will NOT be tested and will be referred back to the Council

If the key worker is beyond the first 4 days of symptoms at the time of making the referral they will not be eligible for a test.

If the key worker does not currently have any symptoms then they are classed as "Asymptomatic" and further separate instruction will be provided for such referrals

Risk assessment read and understood by:

Name	Signature	Date

Thank you for keeping everyone safe at Hirst Wood Nursery School