



## Risk Assessment

A	<b>Date:</b> 16.06.2021	<b>School:</b> <b>Abercromby Nursery School</b>	<b>Team:</b> <b>NA as small school</b>	<b>Location:</b> Falkner St, Liverpool L8 7QA
	<b>Review Date:</b> 02.07.2021	<b>Ref:</b> LCC September school processes and resources document	<b>Assessor:</b> Tamara Bennett & ASBC Ltd (Tony Shipley)	<b>Head Teacher:</b> Tamara Bennett

B	<p><b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic including all school activities.</p> <p>This risk assessment is drawn from the model risk assessment produced by Liverpool City Council (LCC), text in black.</p> <p>Blue text signifies how the school has implemented specific measures reflecting their particular circumstances, using LCC and DfE Guidance.</p>
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Children Families Visitors Contractors	<p>The school will display a signed copy of the <a href="#">STAYING COVID-19 SECURE IN 2020</a> confirming Covid risk assessment for the school has been completed (posted in the school H&amp;S file).</p> <p>This risk assessment will be coproduced with all staff and governors and will be available on our website. A simplified version will be shared with families.</p> <p><u>GENERAL INFORMATION</u></p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus</p> <p>Head Teacher to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> <li>Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>Department for Education <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></li> <li>Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>

		<p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>▪ HSE COVID19 latest information and advice</li> <li>▪ HSE Working safely during the coronavirus guide</li> <li>▪ Government guidance COVID-19: guidance for schools and other educational settings</li> <li>▪ Government Guidance for a full reopening of schools from March 2021: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>▪ Government Guidance for Early Years and Childcare settings: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-control">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-control</a></li> <li>▪ Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> <li>▪ Government publication COVID-19: cleaning in non-healthcare settings <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>▪ Government publication Best Practice: how to hand wash <a href="https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing">https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</a></li> </ul> <p>Due to the rapidly changing advice on Covid-19, Head Teachers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>Headteacher will refer to current NHS Advice, web; <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or Email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></p> <p>Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance <a href="https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services">https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services</a> and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to. See the following documents relevant to Covid 19 including guidance in the School's H&amp;S System (SECTION 2 SUB-SECTION; MEDICAL) plus recent docs as listed:</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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			<ul style="list-style-type: none"> <li>▪ Coronavirus advice for Education Settings poster</li> <li>▪ COVID-19 Guidance Cleaning poster</li> <li>▪ Draft SEMP appendix 7b COVID-19 document, to be reviewed and modified if required to the School's requirements)</li> <li>▪ Covid-19 Government links for Education Settings as above</li> <li>▪ COVID-19 virus infection and pregnancy (Royal College Of Obstetricians &amp; Gynaecologists)</li> <li>▪ Guidance on Infection Control in schools and other Childcare Settings – PHA March 2017</li> <li>▪ Spotty Book – PHE 2019</li> <li>▪ 'Wipe it Out' Good Practice in infection Prevention &amp; Control 10.01.2011 (Guidance for Nursing Staff)</li> <li>▪ Catch it, Kill it, Bin it – NHS Poster 10.01.2011</li> <li>▪ LCC GN16 First Aid July 2017</li> <li>▪ LCC GN29 Infection Control &amp; Communicable Diseases July 2017</li> <li>▪ LCC Risk Assessment 47 Infection Control &amp; Communicable Diseases within the school's H&amp;S file (for other communicable disease)</li> <li>▪ Legionella – Refer to Water Management Risk Assessment</li> </ul> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy  <i>See LCC H&amp;S Guidance Note GN18 &amp; LCC PPE Check List. V5 update from LCC 'Reopening Schools ...' Appendix H – LCC PPE Policy</i></p> <p>Reference School infection control risk assessment, as required: <i>this Covid-19 Risk Assessment, plus Assessment 47 Infection Control &amp; Communicable Diseases, plus guidance documentation GN29</i></p> <p>Children and staff who are symptomatic must not attend school.  Children and staff with household members who are exhibiting symptoms must not attend school and will be requested to isolate as per national guidance.  For a symptomatic person the isolation period is 10 days from day after onset of symptoms. For the rest of household it is also 10 days from day after onset of symptoms. If the symptomatic person subsequently tests negative after a PCR test, then self isolation ends.</p> <p>Head Teachers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>▪ New and expectant mothers <i>N/A at present</i></li> <li>▪ Extended duty of care <i>applies to 3 staff</i></li> <li>▪ Stress</li> </ul>	<p><b>LOW</b>  Under current guidance for COVID-19</p>
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			<ul style="list-style-type: none"> <li>■ PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> </li> </ul> <p>Abercromby staff should also refer to the <a href="#">Abercromby Intimate Care Policy</a></p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <p>Latex free gloves  Liquid soap hand wash  70% Alcohol Hand Sanitiser  Disposable aprons  Surgical Face Masks  and other PPE as recommended by PHE/HSE/DfE e.g. safety goggles or face visors</p> <p>See Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes:  <a href="https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video">https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video</a></p> <p>Guidance on the safe use of surgical face masks:  <a href="https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/03/faq-ffp3-24-march-2020.pdf">https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/03/faq-ffp3-24-march-2020.pdf</a></p> <p>All used PPE should be double bagged and disposed of appropriately; At Abercromby any PPE used for dealing with a suspected Covid-19 case will be double bagged, stored in a secure area designated for contaminated waste, left for 72 hours, then disposed of through clinical waste system.</p> <p>All staff informed that hands should be washed regularly as per Government guidance, preferably using soap and warm water for 20s, drying with a paper towel. There are many hand washing points within easy reach throughout the building. In addition hand sanitising stations will be placed in locations inside and outside. Children regularly reminded, in age appropriate ways, that hands should be regularly washed/sanitised as per Government guidance.</p>	<p><b>LOW</b>  Under current guidance for COVID-19</p>
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			<p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. All staff have their own lockers. If this should not prove sufficient a named lidded plastic box will be provided.</p> <p>Children will be discouraged from bringing in toys from home.</p> <p>Parents and Guardians kept informed via Abercromby ParentMail and Web Site, etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc. Staff kept informed via email, phone calls, Staff WhatsApp group, regular Zoom staff meetings and meetings in the school maintaining 2m social distancing between bubbles.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form. Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19 see Section (Ser) N° 6 Page 17.</p> <p>Early Years settings must also report any confirmed case of Covid-19 to Ofsted.</p> <p>All staff are strongly encouraged to use home (LFT) Covid testing kits and will undertake 2x weekly tests, 3 days apart. For full time staff, tests will be taken on Sunday and Wednesday evenings. Staff with a positive LFT must self isolate for 10 full days counting from the day after the positive test. They must arrange to have a Polymerase Chain Reaction (PCR) test within 2 days. If this is negative it overrides the LFT and the staff member can return to work.</p>	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Children</p> <p>Families</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.</p> <p>Abercromby Nursery School has instigated an external one way drop-off and pick up system:</p> <ul style="list-style-type: none"> <li>▪ Parents and children will be given staggered drop off and pick up times for their bubble.</li> <li>▪ One adult only will accompany their child and must wear face coverings</li> <li>▪ They will enter through the car park pedestrian gate, following direction arrows and social distance markers, entering the garden through the small side pedestrian gate.</li> <li>▪ The child will go to their bubble classroom managed by staff.</li> <li>▪ The parent will then exit the site leaving the garden through the double maintenance gate into the car park and leaving the site again via the pedestrian car park main gate.</li> </ul>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>

		<ul style="list-style-type: none"> <li>■ Pick up will be via a similar system.</li> <li>■ A member of staff will be on duty by the car park pedestrian gate, to support this and to prevent children running out and onto the road.</li> </ul> <p>All staff and any visitors must wear disposable surgical face masks, when entering and leaving the building and when walking around outside of their bubble zone. These must be changed at least daily and every time they become damp.</p> <p>Markings are laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 2m social distancing. The car park access will be marked as described above to ensure 2m social distancing.</p> <p>Access to School Reception area will be limited to one person/family inside Reception at any one time and 2m distance markers present for anyone waiting on the small entrance yard– appropriate signage is fixed in place.</p> <p>School first aid risk assessment to be reviewed, as required: <i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid that identifies all First Aiders and locations of First Aid boxes.</i></p> <p>If a child needs First Aid, PPE (following Liverpool’s PPE Policy) will be donned if necessary, e.g. to deal with a bleeding cut. If a child has had a bump and just needs a cold compress, then PPE should not be needed.</p> <p>School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic. For visitors, the digital registering entry &amp; exiting site system on an iPad will be operated by the reception office staff, to prevent cross contamination. Staff are able to sign themselves in and out remotely using the Sign In App on their phones.</p> <p>Visitors will generally be discouraged from attending site unless there is no other option. However, at times Abercromby Parents/Guardians may be on site for a short time during settling in periods – refer to Appendix 1 “Procedure for if an adult has to enter Nursery with their child”. This is done on a balance of risks regarding child mental health, as small children often need support from a familiar adult to settle in and may suffer significant mental stress otherwise.</p> <p>Details of visitors entering the school, day and time of visit and contact details, will be noted to support Track and Trace. Visitors will be asked to notify the school if they subsequently develop Covid-19. These records will be kept for 21 days in accordance with GDPR regulations.</p> <p>Hand sanitizer stations located at the entrances to the building; Reception counter, offices, classrooms &amp; staffroom.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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		<p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>All visitors and staff will use hand sanitiser when entering the building. Once inside they must continue to regularly sanitise their hands or wash their hands for 20s with hot water and soap.</p> <p>The three adult toilets will be zoned: Oak Tree toilet for Oak Tree staff, Apple Tree toilet for Willow Tree staff and main corridor toilet for admin, HT, site manager and any visitors.</p> <p>Corridors, walkways and staircases have tape arrow markings laid out to indicate side to walk on (two way traffic). N/A Abercromby Nursery School will manage the single narrow corridor as it isn't viable to mark separation space.</p> <p>There are no cross-corridor doors. High risk areas for fire (staffroom &amp; boiler plant room) doors will remain closed unless a "Dorgard" or similar system employed. Door handles and push plates (touch points) will be cleaned regularly throughout the working day.</p> <p>Staff and children are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side. Children use corridor to get coats. Adults will wear surgical face masks, maintain 2m social distance and pass each other quickly..</p> <p><i>Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general, groups should be kept apart, <u>brief, transitory contact, such as passing in a corridor, is a low risk.</u></i></p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in 'bubbles' where appropriate.</p> <p>The use of the school staff room is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Another staff room will be set up in the Garden room for the sole use of Willow Tree staff, to enable social distancing during breaks.</p> <p>Main staff room will be used by Oak Tree and Office bubbles and will be limited to 3 on a break, keeping 2m apart. Signs in place to show staff where to sit to keep a 2m distance. As this room is shared by two bubbles, unless staff are sitting down to eat and drink, a disposable face mask should be worn at all times.</p> <p>Windows (and where possible and safe, doors) must be opened during school day to allow for thorough ventilation of the room.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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			Under the latest advice, our air conditioning units, used for heating and cooling can be used safely. Windows and doors will be kept open to provide a circulation of fresh air.	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services. <a href="#">In place with group staff email and WhatsApp systems.</a></p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed. <a href="#">Seating is disinfected 3x a week with fogger.</a></p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors. <a href="#">Reception Window has clear windows that can be opened slightly for safe communication and there is a 2m marker on floor to show where visitors should stand.</a></p> <p>Staff who are able to work from home, are encouraged to do so. Office windows will be opened where practical, to encourage as much natural ventilation as possible. Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. <a href="#">In place as each office staff has their own room.</a></p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential. <a href="#">NA</a></p> <p>Desk configurations and allocation are such that staff are not seated facing each other. <a href="#">NA</a></p> <p>Workstations are single user use. Sharing of workstations is not to be undertaken. <a href="#">Each admin staff has their own workstation in their own area.</a></p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back. <a href="#">As we are a small school, different people may need to use the main phone, which must be wiped down with disinfectant wipes between different users.</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

			<p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. <a href="#">All photocopier users are asked to sanitise their hands before using it, with signs and sanitiser in place.</a></p> <p>The shared staff computer in the Sanctuary should be used by 1 member of staff at a time, who should sanitise their hands before using, and the keys, mouse and controls wiped down with a disinfectant wipe after use.</p>	
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. <a href="#">Weekly staff meetings will take place via Zoom. SLT meetings may take place via Zoom or in one of the main rooms, keeping 2m apart.</a> Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
5	Covid-19 virus: Classrooms	<p>Staff</p> <p>Children</p>	<p><u>Organisation of Classrooms, Bubbles and Resources</u></p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. <a href="#">All windows are opened daily and kept widely open all day. Extra ventilation and flow of air will be maintained by keeping doors open if/where possible.</a></p> <p><a href="#">Each room is one bubble i.e. Willow Tree staff and children will form 1 bubble, Oak Tree staff and children will form another bubble, and the Head Teacher, admin and site staff will also form an “Office” bubble.</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p>

			<p>Start and end of the school day: Abercromby children will go directly to their bubble classroom and leave directly from that classroom. Staggered group arrival and leaving times are in place – see Section 7 for details. Staff will wear surgical face masks (and face shields if so wished) and should keep a distance of 2 metres from Parents and Carers when collecting and releasing children.</p> <p>Children will stay in their bubbles and will not mix with the other bubble during the day. The bubble children will stay in their own classroom to minimise the potential spread of the virus until restrictions are lifted. Wherever possible, staff working in a bubble should also remain within this bubble including lunchtime assigned staff at Abercromby.</p> <p>Staff should ensure that all staff and children wash/sanitise their hands regularly throughout the day, at the start and end of the day, between activities and when eating. Children should sanitise their hands before and after messy play activities such as playdough, sand and water play.</p> <p>Outside Area will be zoned for 2 bubbles – zoning achieved with barrier fencing to ensure bubbles don't mix outside. Outside resources will stay within each bubble and will be cleaned regularly. Climbing Frame will be used by one bubble at a time and will be sanitised by the bubble staff at the end of the day.</p> <p>If staff have to visit another bubble e.g. to collect resources from a cupboard, surgical face masks must be worn and a 2m social distance kept between other staff.</p> <p><u>Resources</u></p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible. In a normally resource rich early years environment, resources will be thinned to enable regular cleaning, whilst still providing different areas of provision for children to explore. Resources will be rotated and refreshed in response to children's learning needs and interests.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere. Such "soft" resources will be kept within each class bubble and cleaned/washed regularly. Rooms will be fogged with a "fogging" disinfectant machine Monday, Wednesday and Friday so soft furnishings remain hygienic and can still be used.</p> <p>Resources shared between bubbles, such as music, sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. This will be carried out by peripatetic staff such as PE and Music providers.</p>	<p><b>LOW</b> Under current guidance for COVID-19</p>
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			<p>When children use Messy Play such as playdough, sand, water, mud etc. they will sanitise their hands before and after handling these resources.</p> <p><i>ULV/Fogging machines allows the disinfectant to be passed through the unit, which generates an airborne mist of micro-droplets. These droplets diffuse through the treated area and settle out onto surfaces, meaning that the material used will be active both as a space spray and a surface spray.</i></p> <p><i>The key to successful use of ULV is the production of an optimum size of spray droplet. It must be small enough to remain airborne without being too small to hit surfaces – research has shown the optimum droplet size to be around 15 microns. These droplets are small enough to be carried on air currents into small cracks and crevices that are hard to reach using conventional cleaning and spraying, yet still heavy enough to settle out within an hour, so that treated areas can be re-entered with the minimum of delay.</i></p>	
6	Covid-19 virus: Dining areas	Staff  Children	<p>Lunch times will be staggered to ensure ‘bubbles’ do not mix. Lunches will usually take place in Apple Tree Room, our multi purpose space. 11.45-12.30 Willow Tree Room: 12.30-1.15 Oak Tree Room</p> <p>Children will bring their own packed lunch in from home. Families are asked to clean the lunchbox thoroughly every day.</p> <p>Dining tables and chairs that need reusing for the next sitting will be wiped down between bubbles.</p> <p>Children will be supervised by their own Bubble Room staff and designated Bubble lunch staff</p> <p>The two toilets and sinks in dining room will be allocated to each bubble with signs.</p> <p>When smaller numbers are present i.e. less than 10 on Wednesday, lunches may be taken in the Bubble Room.</p>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>
7	Covid-19 virus; School day	Staff  Children  Families  Visitors  Contractors	<p>School start times for different classes are staggered to reduce the numbers attending the site at any one time during the start and finish of the day. <a href="#">see previous sections 2 (p6) and 5 (p10)</a></p> <p><b>Willow Tree Room:</b></p> <p>8.30-2.30 Mon, Tues, Thurs, Fri</p> <p>8.30-11.15 Weds (Start/week children), 11.45-2.30 Weds (End/Week children)</p> <p><b>Oak Tree Room</b></p> <p>8.45-2.45 Mon, Tues, Thurs, Fri</p> <p>8.45-11.30 Weds (Start/week children), 12.00-2.45 Weds (End/Week children)</p> <p>Parents are requested to drop their children off alone i.e. not both parents attending at once.</p>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>

			<p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents requested not to gather on the school grounds and to maintain social distancing at all times.</p> <p>Classes should be kept together thereby minimising mixing with other classes as much as possible.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines: Abercromby Nursery School has dedicated toilets for each classroom, therefore toilets exclusive for each 'bubble' and managed by Staff. No hand driers are present and paper hand towels and pedal bins are provided. The three adult toilets are zoned for the three bubbles.</p> <p>Pupils are requested to bring a packed lunch to minimise the numbers using the dining room. All children bring in a packed lunch</p> <p>Water drink fonts to be isolated for children until further notice (when reactivating water fonts, follow legionella management procedures)</p> <p>No water fonts present. Each child has their own water bottle with photo ID that will be filled with potable water when required and sanitised every evening (dishwasher cleaned).</p>	
8	Covid-19 virus; Working and teaching within the school environment	Staff Children Families Visitors Contractors	<p>Central Government's Policy states that for some pupil groups, not complying with social distancing is scientifically acceptable as children are at low risk from any serious consequences of Covid-19. DfE guidance states that unlike older children and adults, children in the early years cannot be expected to remain 2 metres apart from each other and staff. It is staff protection measures in this category that should be reviewed. We will therefore work through the "system of controls" set out in the DfE guidance:</p> <p><b>Prevention</b>  You must always:</p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting</li> <li>2. Ensure face coverings are used in recommended circumstances</li> <li>3. Ensure everyone is advised to clean their hands thoroughly and more often than usual</li> <li>4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach</li> <li>5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</li> <li>6. Consider how to minimise contact across the setting and maintain social distancing wherever possible</li> <li>7. Keep occupied spaces well ventilated</li> </ol>	<p><b>LOW</b>  Under current guidance for COVID-19</p>

			<p>In specific circumstances:</p> <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><b>Response to any infection</b></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 setting community</p> <p>12. Contain any outbreak by following local health protection team advice</p> <p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain the recommended 2m social distancing rule at all times, where practicable. Applicable to staff but not for children</li> <li>• Early Years Staff should avoid bending down face to face to the child's level when communicating in close quarter. They should aim to stay above children as much as possible. Where they need to be close to children e.g. to provide comfort, or to hold a learning conversation, they should aim to stay side by side, or behind the child to minimise risk of virus transmission.</li> <li>• Limit number of surfaces touched, where possible. Not applicable when supporting young children – extra hygiene measures will be in place</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing. Children will be taught how to sanitise their hands between activities</li> </ul> <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing. At Abercromby the following measures will be adhered to:</p> <ul style="list-style-type: none"> <li>• Good hand hygiene will be taught and re-enforced using games, stories and songs.</li> <li>• Current advice is that loud group singing should be avoided. However singing can be used, where the volume is no louder than a normal talking voice.</li> <li>• Adults and children will wash hands with soap for 20s (preferred method) or use hand sanitiser (may be more convenient if outside) This will be done on arrival, before eating, when leaving and also regularly throughout the day e.g. following use of resources or physical contact with other children or staff.</li> <li>• Adults and children will be reminded of the importance of not touching their face.</li> <li>• Although social distancing with small children will not be possible, <u>all the adults must maintain a 2m, social distance from each other</u>, especially outside of their bubble, including in the staff rooms and offices. When staff are away from their bubble area, they must wear disposable surgical face masks</li> </ul>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>
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			<ul style="list-style-type: none"> <li>Children will be encouraged to be out in our large garden as much as possible as evidence shows being outside minimises the risk of infection.</li> <li>Normal hygiene measures will continue to be followed for children who need nappies changed, or help with toileting, with fresh PPE worn by staff of gloves and apron (following Liverpool's PPE Policy), the changing table/mat wiped down with antibacterial cleaner and hands washed for 20s between each child changed. This practice is already outlined in our <a href="#">Intimate Care Policy</a>. See Government advice: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies</a></li> <li>Good respiratory hygiene will be taught and followed, using tissues, with the "Catch it, Bin it, Kill it" campaign materials. Hands must be washed with soap and water for 20s afterwards. Used tissues and paper towels must go in a lidded bin, which will be emptied regularly. Windows will be kept open to ensure good ventilation.</li> </ul> <p>For very young children or children with SEND who will mouth resources, clothing or staff, or who produce extra saliva due to sensory needs, the following controls will be added:</p> <ul style="list-style-type: none"> <li>Extra hand hygiene in place for these children, e.g. after every activity</li> <li>Resources that have been put in their mouths will set aside in a plastic box when finished with and sanitised daily.</li> <li>For children who need to chew, specific resources for this will be purchased and sanitised daily.</li> <li>Staff working closely with these children e.g. on a 1:1 basis should tie their hair back/wear it up. If there is a danger of saliva transferring onto face, then a face shield should be worn.</li> </ul> <p>Curriculum Enhancements such as PE and Beatlife music and drumming sessions will restart, with the peripatetic staff preparing their own risk assessments following our system of controls including the following extra considerations:</p> <ul style="list-style-type: none"> <li>Groups who attend these sessions will be smaller</li> <li>Peripatetic staff will aim to keep 2m away from the children where possible.</li> <li>Resources such as PE equipment and drums will be sanitised before being used by a different bubble</li> <li>Accompanying school staff will wear face masks and keep a 2m distance from peripatetic staff</li> <li>Apple Tree room will be "purged" with fresh air, opening all doors and windows wide, between different bubbles attending.</li> </ul>	<p><b>LOW</b> Under current guidance for COVID-19</p>
9	Covid-19 virus; Cleaning	Staff	All cleaning staff are experienced and have received appropriate training. This Risk Assessment will be shared with the site manager and Minster Cleaning (contract cleaning company) for information and to allow them to	

		<p>Children</p> <p>Families</p> <p>Visitors</p> <p>Contractors</p>	<p>adjust their safe working methods in the current pandemic situation in line with Abercromby Nursery School's requirements.</p> <p>Reference existing school COSHH risk assessments – <a href="#">School H&amp;S File for school chemicals</a></p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use. <a href="#">if COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer's MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer.</a></p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. <a href="#">Disinfectant fogging takes place after full cleaning on Monday, Wednesday and Friday</a></p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings:</p> <p>School will be fully cleaned at the <a href="#">throughout and at the</a> finish of each school day:  <a href="#">Ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly.</a></p> <p>Cleaners on site <a href="#">mornings, lunch time &amp; evenings during the school day (some school, room-based staff, will assist with minor cleaning duties, e.g. resources, snack tables before and after use)</a> and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned <a href="#">by site manager and agency cleaner at lunchtime. Agency cleaner hours have been increased from 3x 2hrs pre-pandemic, to 5x 2 1/2 hrs and cleaner will attend at lunchtimes (when site manager is off site), to support cleaning of toilets, lunch room and high contact points.</a></p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> <li>• Printers/photocopying machines</li> <li>• Door entry keypads</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> <li>• <a href="#">Hanging plastic door curtains</a></li> </ul> <p><a href="#">Gate and main entrance door digital call points will be cleaned once per day as little traffic from visitors to the car park, and the Reception control access by sight to the main entrance.</a></p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned <a href="#">after the room has been closed off for 72 hours</a> along with areas the person may have been.</p> <p><a href="#">Cleaning after a suspected case of Covid-19:</a></p>	<p><b>LOW</b> Under current guidance for COVID-19</p> <p><b>LOW</b> Under current guidance for</p>
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			<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> What you need to know (extract from <i>cleaning in non-healthcare settings</i> ): <ul style="list-style-type: none"> <li>• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. <i>The area should be isolated for 72 hours first where possible (rooms, not common space e.g. corridor)</i></li> <li>• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>• if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• The fogger will then be used to disinfect the room.</li> <li>• Cleaner will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul>	COVID-19
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Children Families Visitors Contractors	The MAIN 3 symptoms of Covid-19 are the ones listed on the NHS site: <ul style="list-style-type: none"> <li>▪ High temperature / fever</li> <li>▪ New continuous cough</li> <li>▪ Loss of the sense of smell &amp; taste</li> </ul> Other reported symptoms include: <ul style="list-style-type: none"> <li>▪ Breathing difficulties</li> <li>▪ Sore throat</li> <li>▪ Headaches</li> <li>▪ Flu like aches &amp; pains</li> <li>▪ Fatigue</li> <li>▪ Abdominal pains / diarrhoea</li> <li>▪ Severe vomiting</li> <li>▪ Rash (Kawasaki disease) – signs of toxic shock / over activation of the immune system (likely attaching vital organs)</li> <li>▪ Persistent chest pain or trouble breathing</li> <li>▪ New confusion</li> </ul>	<b>LOW</b> Under current guidance for COVID-19

			<p>■ Blue lips or face</p> <p><u>The NHS also states:</u> “<i>trust your instincts</i>” with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues</p> <p>Abercromby Nursery School’s procedure for a suspected case of Covid-19 is as follows:</p> <ul style="list-style-type: none"> <li>Any staff presenting as symptomatic will be go home immediately and arrange to be tested.</li> <li>The Head Teacher’s office is the designated isolation room. Any children presenting as symptomatic will be taken there, to the far end by the window which will be open, and supervised by a free member of staff e.g. the Head Teacher.</li> <li>The parent/guardian will collect the child asap and requested to get the pupil tested (either online at <a href="http://www.111.nhs.uk/covid-19/">www.111.nhs.uk/covid-19/</a> or telephone 119 to request a test).</li> <li>When isolating small children with symptoms, it is unlikely that 2m social distance will be maintained and so the supervising adult must wear PPE according to LCC’s PPE policy, of gloves, fluid resistant surgical face mask (IIR as issued by LCC or FFP3), apron and goggles or face visor. After use PPE must be double bagged, quarantined for 72 hours and disposed of in the clinical waste bin.</li> <li>Ensure that the isolation room(s) are kept clean – use antibacterial cleaner on door handles and other contactable surfaces as directed in deep clean guidelines.</li> </ul> <p>Staff who are suspected as having been infected at work will require the employer to complete a RIDDOR report to the HSE. <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> <li>If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</li> <li>If someone tests positive, or does not get a test, they should follow Government guidance and must continue to self-isolate for at least 10 days from the day after the start of their symptoms. The 10-day period starts from the day after they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. Members of the household should isolate for 10 days after the day of the onset of symptoms.</li> <li>Contacts of a positive case must self isolate for 10 days and get a PCR test to support identification of positive cases and especially the Delta variant. If the PCR test is negative, contacts of a positive case must still isolate for the full 10 days.</li> </ul> <p>The school understands how to contact the council via <a href="mailto:SPOC@si.liverpool.sch.uk">SPOC@si.liverpool.sch.uk</a> (Single Point of Contact) who will contact the local Public Health England Health Protection Team in the event of a positive test result for a</p>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>
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			<p>member of staff or pupil: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. The SPOC Team will provide the specific advice and guidance the school is to follow in the event of a positive test result. Should a case (C-19) arise at the school, the school will contact the DfE on 0800 046 8687, the SIL Single Point of Contact (<a href="mailto:SPOC@si.liverpool.sch.uk">SPOC@si.liverpool.sch.uk</a>) filling out a minimum data set form and the local health protection team (HPT) for actions required. Cheshire &amp; Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819</p> <p>See Track &amp; Trace system; order a test immediately at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> or call 119 if no internet access.</p> <p>The school also has postal tests to give out if it is thought families or staff will have difficulties accessing a test in a timely fashion.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance. See LCC Full School Opening Resources Version 6</p>	
11	Covid-19: Risk of infection from visitors	Staff Children Families Visitors Contractors	<ul style="list-style-type: none"> <li>Where possible communication between parents and the school should be via Website, ParentMail, phone call, video phone call or social media. Any parents wanting to speak with teaching staff should be either be behind the reception screen, in Apple Tree room, outside in the garden or at a minimum of 2 metres apart. If families require a confidential space to meet, then each bubble has identified a safe space inside the building. Contact details will be taken for Track and Trace.</li> <li>Staff must wear a disposable surgical face mask for meetings with visitors. <b>All</b> Visitors to the school must wear a disposable surgical face mask, provided by the school if necessary.</li> <li>All visitors and contractors to school should be limited to essential personnel only i.e. maintenance personnel for emergency repairs to fix defective boilers, etc. Ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with anyone who is symptomatic.</li> <li>At times, a parent may need to stay with their child if they are settling in. See Appendix 1 for procedures to be followed.</li> <li>All visitors who enter the building will have their contact details taken for Track and Trace and will be asked to inform the school if they subsequently test positive for Covid-19.</li> </ul>	<p><b>LOW</b></p> <p>Under current guidance for COVID-19</p>

**Risk Level:** **High:** Accident likely with possibility of serious injury or loss **Medium:** Possibility of accident occurring causing minor injury or loss **Low:** Accident unlikely with control measures in place **Under current guidance for COVID-19**

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>

1	Actions required to combat Covid-19	Monitor LA, PHE and Government updates for developing operational advice	Headteacher	ongoing	

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b>Low</b> </p>	<p><b>Risk assessment signed off by: Tamara Bennett (Headteacher)</b></p> <p><b>Signature:</b> <i>Tamara Bennett</i></p> <p><b>Date: 16.06.2021</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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