



# COVID-19 Risk assessment – Opening schools and Early Years Settings

## Considerations for planning with pupils and staff:

The school has considered further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of children who previously were not assessed to need one. This may include the following:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care.

## Premises Management

In conjunction with this risk assessment and guidance we have provided a detailed risk assessment template for 'Managing Premises' during this time. The School and Nursery's management, Trustees and H&S Lead have seen and agreed with this guidance. The Site Manager will refer to this information in order to ensure the school buildings are suitably managed at this time.

## Covid-19 Testing:

Support and Teaching staff showing symptoms can access a PCR test on the government portal or they can arrange the test themselves.



## Health and Safety Risk Assessment – Re-opening Schools – COVID-19

<b>School/Nursery</b>	Our Lady's Prep School and Nursery		<b>Assessment No.</b>	v1.9.1 June 2022
<b>Site</b>	OLPS	<b>Location</b>	The Avenue, Crowthorne	
<b>Subject of Assessment</b>	<p>Opening school and nursery to all pupils in new spring term.</p> <p>Nursery and Primary, 0-5, EYFS, Year 1 &amp; 6.</p>			
<b>Assessed by</b>	M A Stone	<b>Review date</b>	Half Termly (or sooner based on government guidance)	
<b>Details of workplace/activity</b>	<p>Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.</p>		<b>Persons Affected</b> <i>(Who may be harmed)</i>	<p>Children, Pupils, Employees, Contractors and Visitors.</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> <li>• OLPS has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>• Parents receive guidance on school times for their child and protocols set out for attending the school. Parents should follow staff members' instruction and should endeavour not to congregate outside the school;</li> <li>• Parents issued specific school protocols for school attendance for them to explain to their children;</li> <li>• Parents of SEND students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures if necessary;</li> <li>• Staff are briefed and consulted on school procedures and the plans for entry of students;</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing;</li> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanism are in place and easily accessible;</li> <li>• Talks with staff about the planned changes have taken place, including discussing whether additional training would be helpful.</li> </ul>	Low/Medium	
2.	Spread/contraction of COVID-19 due to lack of social distancing	<p><b>Drop off:</b></p> <ul style="list-style-type: none"> <li>• Drop-off and collection points for each group have been identified; this information has been cascaded to parents.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>measures during the school day including:</p> <ul style="list-style-type: none"> <li>Drop off/entry to the School/Nursery.</li> </ul>	<ul style="list-style-type: none"> <li>Pupils who are dropped off can do this in the usual way;</li> <li>Pupils must enter via the designated, signed entrance to the building.</li> <li>Pupils are required to complete hand sanitisation on entry to the school;</li> </ul> <p><b>Entry to the school:</b></p> <ul style="list-style-type: none"> <li>Pupils will move directly to their classrooms and be supervised by staff;</li> <li>Parents/Guardians are not permitted to enter the school buildings;</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>Hand-sanitisation stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school;</li> <li>Good hand washing signage to instruct students how to do this effectively is displayed;</li> <li>Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>Hand washing demonstrations have been provided to students on how to adequately wash their hands.</li> </ul> <p><b>Nursery entry</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points have been identified, this information has been cascaded to parents.</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>Hand-wash stations are located at the entrance to the Nursery. Good hand washing signage to assist children on how to do this effectively is displayed.</li> <li>Handover to Nursery staff will be brief.</li> </ul>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• Good hand washing signage to instruct pupils how to do this effectively is displayed.</li> </ul> <p><b>Nursery exit:</b></p> <ul style="list-style-type: none"> <li>• Drop-off and collection points for each group have been identified; this information has been cascaded to parents.</li> <li>• Parents must leave via the designated, signed (specifically for this time) exit from the building;</li> <li>• Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>• Pupils will have their hands sanitised as they leave the school building;</li> <li>• Hand-sanitation stations are located at the exits from the Nursery rooms;</li> <li>• Good hand washing signage to assist pre-School children how to do this effectively;</li> </ul>	Medium	
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Classroom use / activities.</li> </ul>	<ul style="list-style-type: none"> <li>• We are holding School Assemblies, with appropriate ventilation;</li> <li>• NDIR CO2 monitors have been purchased for all larger spaces, including classrooms</li> </ul> <p><b>Early years staff to student ratio:</b></p> <ul style="list-style-type: none"> <li>• In accordance with the early year's framework class sizes for early years will adhere to the following:</li> <li>• Children under two – one adult for every 3 children</li> <li>• Children aged two – 1 adult for every 4 children</li> <li>• Children three or over – one adult for every 8/13 children</li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school;</li> <li>• All other classroom controls are the same as primary below.</li> </ul>	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>Classroom sizes are restricted, 1 teacher/TA if required (specific needs of class);</li> <li>Hand sanitisation is completed on entrance to the class and between specific activities;</li> <li>Pupils are allocated resources and are not encouraged to share;</li> <li>Pupils are regularly reminded not to touch their or other pupils' faces;</li> <li>Play equipment will be used in rotation.</li> <li>The same Teacher and TLA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days;</li> <li>Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units.</li> </ul>	Medium	
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Dining;</li> <li>Moving around the school;</li> <li>Break-time / playgrounds.</li> </ul>	<p><b>Primary (early years):</b></p> <ul style="list-style-type: none"> <li>Lunch area cleaned before and after each group's lunch. Only one pupil will use a clean lunch space before it is cleaned again.</li> <li>Pupils are advised to clean hands before/after eating lunch.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>Movement to different areas within the School and Nursery is reduced as much as possible;</li> <li>Suitable external doors are used to move pupils from one area to another if possible, effectively creating external corridors in the open air;</li> <li>Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> <li>Additional furniture, coats, bags are not permitted in the school corridor;</li> <li>Corridors are sterile environments and kept as clear as possible;</li> <li>Corridors that cannot provide separation (although passing in the corridor is deemed low risk) are designated one way where possible;</li> </ul>	<p>Medium</p> <p>Low</p>	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<b>Break-times / playgrounds:</b> <ul style="list-style-type: none"> <li>Classes currently now are able to play together.</li> </ul>	Low	
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<b>Primary (early years):</b> <ul style="list-style-type: none"> <li>Hand sanitation stations are positioned at each pupil, staff and visitor entrance to the school;</li> <li>All those entering the school are required to wash/sanitise their hands;</li> <li>Hand washing stations are located on each floor, within each classroom and on entry to the dining hall;</li> <li>Hand washing sinks are located within each toilet provision;</li> <li>Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>Pupils and staff have been shown how to wash hands properly;</li> <li>Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>Hand washing is recommended frequently and required at the following times:               <ul style="list-style-type: none"> <li>➤ Entry and exit from the school;</li> <li>➤ After using the toilet;</li> <li>➤ On entry to the dining hall;</li> <li>➤ Before and after eating;</li> <li>➤ On entry and exit from each classroom.</li> </ul> </li> <li>Unnecessary touching of the face is discouraged.</li> <li>Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>Toilets and wash stations have single use paper towel for drying hands.</li> </ul>	Medium	
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>The school has implemented additional cleaning regimes (our cleaners are KFS Cleaning). This includes the following:</li> <li>Frequent cleaning of classrooms, toilets, common areas and dining halls;</li> </ul>		



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> <li>• Classrooms will be cleaned at lunch breaks and after school;</li> <li>• Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;</li> <li>• Common areas will be cleaned once a day;</li> <li>• Equipment used by the pupils and staff will suitably cleaned at the end of each day or before it is used by another person;</li> </ul>	Low	
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> <li>• Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• The FA assessment considers numbers and ages of students, number and training of employees;</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;</li> <li>• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision</li> <li>• The school will use the FA room for suspected cases of COVID-19;</li> <li>• Occupants (staff or pupils) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management <a href="#">guidance</a>;</li> <li>• The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> </ul>	Low	
10.	<p>Spread/contraction of COVID-19 due to measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>• If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect;</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time.</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
11.	Spread/contraction of COVID-19 due to unsuitable use of toilets.	<ul style="list-style-type: none"> <li>Toilet use protocols are managed by staff members if located adjacent to classrooms;</li> <li>Student use of toilets outside of early years' is managed by staff and communicated to pupils;</li> <li>Toilets are checked throughout the day.</li> </ul>	Low/Medium	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>Children are suitably supervised at all times;</li> </ul>	Low	
13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>The school adheres to the government guidance on managing buildings that are partially open;</li> <li>The school has applied the series of guidance documents and advice sent out by us regarding continued premises management at this time;</li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> <li>A 'Managing Premises Functions' separate risk assessment has been completed.</li> </ul>	Low	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed:</li> <li>• Safe assembly of occupants;</li> <li>• Safe exit via the nearest final exit;</li> <li>• Training occupants of any changes to evacuation;</li> <li>• Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>• Use of the school has been reduced to enable safe sweeping and evacuation;</li> <li>• Due to reduced numbers use of the school is kept to ground floors or specific areas where possible.</li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	Low	

**Please note:**

All controls are subject to change should government guidance change. This Assessment takes into account the most recent Government Guidance. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Following assessment if no further actions are assessed to be required please mark an **X** in the “Further Actions” box. If, however additional controls or actions are assessed to be required please place a **✓** in the box and note the action in the action plan.

Currently parents will be informed of high temperatures (as per Nursery guidelines). Should a child test positive, parents are asked that they remain at home in line with current guidance (3 days).

Any further actions identified should be completed before the assessed task is carried out.

# Risk Rating Key

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangement should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

