

## Baylis Court Nursery School - COVID-19 Risk Assessment – October 2020

**Please note:**

All controls discussed could be changed at any time, if:

- Government guidance changes
- The 'R' rate in Slough changes
- Are subject to change should government guidance change due to changes to the 'R' rate.

These changes could occur daily. We will review updated advice regularly. We will review the risk assessment in the light of any significant changes.

|   |  |                     |           |
|---|--|---------------------|-----------|
| Site / school name:                                   | Baylis Court Nursery School  |                     |           |
| Name(s) of person(s) covered by this assessment:      | <ul style="list-style-type: none"> <li>• Children</li> <li>• Staff</li> <li>• Cleaning staff</li> <li>• Contractors</li> <li>• Parents/carers</li> </ul>   |                     |           |
| Tasks and activities covered by this risk assessment: | <ul style="list-style-type: none"> <li>• Opening of nursery school - From 1<sup>st</sup> September 2020</li> <li>• Pick up and drop off from school</li> <li>• Cleaning and sanitisation</li> <li>• Food provision</li> <li>• Continued remote working of some staff</li> <li>• Potential case/case of Covid-19 in school</li> </ul> |                     |           |
| Equipment and materials used:                         | <ul style="list-style-type: none"> <li>• General class and teaching materials</li> <li>• Outdoor equipment</li> <li>• Cleaning materials and equipment</li> <li>• Food</li> </ul>  |                     |           |
| Location(s) covered by this risk assessment:          | <ul style="list-style-type: none"> <li>• All school premises and grounds</li> </ul>  |                     |           |
| Name of person completing this risk assessment:       | Philip Gregory   | Date of completion: | 21/07/20  |
| Risk assessment approved by:                          | Governing Body   | Date of approval:   | 20/07/20  |
| Date risk assessment shared with staff:               | Approved: 21/07/20   |                     |           |
| Date risk assessment to be reviewed by:               | Within one month of completion   | Risk assessment no: | Version 4 |

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| Record of risk assessment reviews |            |              |           |                                 |  |
|-----------------------------------|------------|--------------|-----------|---------------------------------|--|
| Date of review:                   | 01-09-2020 | Reviewed by: | P Gregory | Comments / date of next review: | <ul style="list-style-type: none"> <li>First implementation as school opens from 01-09-2020. Next review 01-10-2020</li> </ul>   |
| Date of review:                   | 01-10-2020 | Reviewed by: | P Gregory | Comments / date of next review: | <ul style="list-style-type: none"> <li>Next review 01-11-2020. Covid-19 Visitor Agreement and QR code for school set up for sign in purposes and NHS Track and Trace procedures. (Section 1).</li> </ul> |
| Date of review:                   |            | Reviewed by: |           | Comments / date of next review: | <ul style="list-style-type: none"> <li></li> </ul>   |

**Relevant Guidance referred to for this risk assessment:**

**1. Actions for Early Years and Childcare Providers During the Coronavirus (COVID-19) Outbreak**

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

**2. Guidance Full Opening – Schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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| What are the hazards?  | Who might be harmed and how?  | What are you already doing?   | Likelihood | Severity | Risk | Do you need to do anything else to manage this risk locally?                                    | Who will do this?   | When must this be done?           | Completed |
|--|---|---|------------|----------|------|---|---|-----------------------------------|-----------|
| <p><b>1: Potential for spread of COVID-19 between persons at school.</b></p> | <ul style="list-style-type: none"> <li>• Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>• Potential for spread to other family members / persons.</li> </ul> | <p><b>Pursue system of controls: protective measures as in the guidance</b></p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have <a href="#">coronavirus (COVID-19) symptoms</a>, or who have someone in their household who does, do not attend settings.</p> <p>2) Where recommended, use of face coverings.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> | 2          | 3        | 6    | <p>Communicate consistent message to all stakeholders – staff, governors, parents, visitors</p> | <p>HT</p> <p>All staff to pursue and implement as employees of the school community</p> | <p>September 2020 and ongoing</p> |           |

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|-----------------------|------------------------------|--|------------|----------|------|--|-------------------|-------------------------|-----------|
|                       |                              | <p>6) Minimise contact between groups where possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Numbers 1 to 5 must be in place in all settings, all the time.</p> <p>Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in all specific circumstances.</p> <p><b>Response to any infection</b></p> <p>8) Engage with the NHS Test and Trace process.</p> <p>9) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community.</p> |            |          |      |  |                   |                         |           |

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|-----------------------|---|--|------------|----------|------|--|---|--|-----------|
|                       |   | <p>10) Contain any outbreak by following local health protection team advice.</p> <p>11) Notify Ofsted.</p> <p>Numbers 8 to 11 must be followed in every case where they are relevant.</p>   |            |          |      |  |   |  |           |
|                       | <ul style="list-style-type: none"> <li>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> </ul> <p>Potential for spread to other family members / persons.</p> | <p><b>Organise class groups</b></p> <ul style="list-style-type: none"> <li>Ensure maximum numbers are adhered to.</li> <li>Minimising contact between groups and staff wherever possible.</li> <li>Where possible ensure, children always stay in the same class groups on each day and do not mix on subsequent days.</li> <li>Subject to staff availability, ensure that the same teaching staff and other staff are assigned to the same groups during the day and on subsequent days.</li> </ul> | 2          | 3        | 6    | <p>Consistent class groups.</p> <p>Children are maintained in own classrooms with access to dedicated outside area to minimise potential transmission between groups within the nursery.</p> <p>Plans agreed</p> <p>Plan agreed</p> <p>Staffing</p> <p>Agreed</p> <p>Wash hands on entering &amp; leaving the school – staff, children &amp; visitors.</p> | <p>HT</p> <p>HT</p> <p>All staff in rooms</p> <p>HT</p> <p>HT</p> | <p>Complete May 20 and ongoing for September 20</p> <p>Complete May 20 and ongoing for September 20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |           |

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|-----------------------|---|---|------------|----------|------|--|---------------------|--------------------------------------|-----------|
|                       |   |   |            |          |      | Clear Signage in appropriate places to remind all.   |                     |                                      |           |
|                       | <ul style="list-style-type: none"> <li>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>Potential for spread to other family members / persons.</li> </ul> | <p><b>Organise classrooms and other learning spaces</b></p> <ul style="list-style-type: none"> <li>Remove any unnecessary items including soft furnishings and other items that are hard to clean.</li> <li>All spaces should be well ventilated using windows etc where possible.</li> <li>Section outside play area for classes of children to access.</li> <li>Book boxes in use on a rota basis – dedicated box for morning and afternoon children. At end of week, box of books removed from use and isolated for 72 hours.</li> </ul> |            |          |      | <p>To remove soft toys and furnishings.</p> <p>Reviewed curriculum resources to a minimum and are easily cleaned during and after sessions.</p> <p>Outside sand pit to remain closed until further advice by central government.</p> <p>Large climbing frame can be used – subject to regular cleaning of high use touch points on the frame (as per advice for use of public playground equipment).</p> <p>Gradual increase in availability (although limited) of enhanced provision resources.</p> | All staff in class. | <p>September 2020</p> <p>Ongoing</p> |           |
|                       | <ul style="list-style-type: none"> <li>Staff and other occupants may catch COVID-19</li> </ul>  | <p><b>Organise shared spaces e.g. offices and nursery rooms</b></p>   |            |          |      | Time has been allocated between each session for staff to  | Staff in room.      | <p>Ongoing</p> <p>Ongoing</p>        |           |

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|                       | <p>via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p> | <ul style="list-style-type: none"> <li>Adequate cleaning will need to take place between groups using the shared spaces including wiping down of resources in classrooms.</li> <li>Stagger the use of staff rooms, work rooms and offices to maintain social distancing where possible.</li> </ul> |            |          |      | <p>clean surfaces and regularly used areas. (Staggered entry/exit and reduced sessions).</p> <p>Allocated toilets for staff. Staff to clean down door handles, toilet flush handles and toilet seat with cleaning materials after use.</p> <p>Staff to decide at start of day where they will have lunch.</p> <p>No food / snack by staff to be taken in the classrooms (includes lunchtime).</p> <p>To enable social distancing and maintain strict hygiene practices.</p> <p>Hand washing before and after eating by all staff.</p> <p>Regular cleaning of office spaces surfaces.</p> | <p>Lunchtime and end of day cleaners.</p> <p>Admin team.</p> |                         |           |

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|-----------------------|---|---|------------|----------|------|---|-------------------|---------------------------------|-----------|
|                       |   |   |            |          |      | <p>Staff will clean regularly during session and at end of session.</p> <p>Staggered start and end of daily three hour sessions for children allow for this.</p> <p>Lunchtime cleaner will concentrate on bins, staff toilets and mop floors.</p> |                   |                                 |           |
|                       | <ul style="list-style-type: none"> <li>• Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>• Potential for spread to other family members / persons.</li> </ul> | <p><b>Organise outside spaces</b></p> <ul style="list-style-type: none"> <li>• Outside area should be used as much as possible during nursery session.</li> <li>• Outdoor equipment should not be used unless it can be ensured that appropriate cleaning takes place in between groups using the equipment.</li> </ul> |            |          |      | <p>Staff to monitor and clean.</p> <p>Staff to monitor and clean.</p>   | All staff.        | <p>Ongoing.</p> <p>Ongoing.</p> |           |



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|--|---|--|------------|----------|----------|--|--|--------------------------|-----------|
| <p><b>Visits to the setting from parents and carers, additional staff, external professionals and non-staff members</b></p>  | <ul style="list-style-type: none"> <li>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> </ul> <p>Potential for spread to other family members / persons.</p>   | <p>Making visitors, outside professional and contractors aware of our Coronavirus (Covid-19) Visitor agreement – to be signed on entry.</p> <p>The nursery has a QR code to be used by individuals if they have the NHS Covid-19 App as a means of working with NHS Track and Trace procedures.</p> <p>Where possible contractors to attend before/after school sessions. Exceptions in emergency.</p> |            |          |          |  | HT and all staff involved in engaging with outside visitors. | In place now.            |           |
| <p><b>2. Potential for spread of COVID-19 as a result of a lack of social distancing at drop off and pick up times Getting to nursery and drop off / pick up</b></p> | <ul style="list-style-type: none"> <li>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>Potential for spread to other family members / persons.</li> </ul> | <ul style="list-style-type: none"> <li>Advise staff and parents to walk/cycle to school where possible.</li> <li>Highlight government advice on safe travel to parents and carers.</li> <li>Staff member on duty at drop off/collection times to remind parents to social distance.</li> </ul>   | <b>2</b>   | <b>3</b> | <b>6</b> | Remind all stakeholders to walk or cycle to school where possible. | HT and all staff.  | Ongoing.<br><br>Ongoing. |           |

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|--|--|--|------------|----------|------|--|-------------------|-------------------------|-----------|
| <p><b>3. Spread of COVID-19 from providing first aid or intimate care.</b></p> | <ul style="list-style-type: none"> <li>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision.</li> <li>Potential for spread to other family members / persons.</li> </ul> | <p><b>First aid and care provision</b></p> <ul style="list-style-type: none"> <li>The school will maintain suitable first aid and paediatric first aid cover.</li> <li>Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid. Cleaning the area after treatment.</li> <li>PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields.</li> <li>All first aid equipment will always be accessible in each bubble.</li> <li>Staff are provided with PPE which includes a mask, gloves, nappy change apron, gloves and face shield when engaged in the intimate care needs of a child.</li> </ul> | 1          | 3        | 3    | <p>School to order gloves, aprons, and other PPE equipment for first aid to be administered.</p> <p>First aid supplies to be checked regularly.</p> <p>All staff engaged in working with the children are made aware of the need to adhere PPE protocol due to the risk of infection.</p> <p>Where previously parents have signed to say they acknowledge the first aid treatment administered to their child, staff shall now initial their acknowledgment on the forms on their behalf.</p> <p>Two day paediatric training for all frontline staff 7<sup>th</sup> and 8<sup>th</sup> September 2020.</p> | All staff.        | <p>Now.</p> <p>Now.</p> |           |

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|                       |                              | <ul style="list-style-type: none"> <li>• If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron, face mask and face shield should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection such as face shield or goggles should also be worn.</li> <li>• Designated room for child and staff member to be in (whilst staff member can ensure social distancing) with dedicated PPE – gloves, face shield,</li> </ul> |            |          |      |  |                   |                         |           |

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|--|--|--|------------|----------|------|---|---|---|-----------|
|  |  | nappy apron, mask, alcohol hand gel. <ul style="list-style-type: none"> <li>All incidents must be recorded as per the school's normal arrangements.</li> </ul>   |            |          |      |   |   |   |           |
| <b>4.</b><br><br><b>Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons.</b> | <ul style="list-style-type: none"> <li>Staff and other occupants may become contaminated via indirect contact with contaminated equipment.</li> <li>Potential for spread to other family members / occupants.</li> </ul> | <b>Cleaning and hygiene control</b> <ul style="list-style-type: none"> <li>All staff will be briefed weekly as a minimum on expected hygiene standards.</li> <li>Sufficient quantities of cleaning supplies and hand soap to be maintained.</li> <li>Each group is allocated role to ensure sufficient quantities of cleaning supplies.</li> <li>More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors.</li> <li>Ensure that bins are emptied throughout the day. At least twice a session.</li> <li>Daily cleaning in place to provide disinfection</li> </ul> | 2          | 3        | 6    | Already in place<br><br>Bins with pedal operated lids in place (July 2020)<br><br>Staff to be reminded that at end of day mops to be rinsed out, buckets emptied and cleaned.<br><br>Mop heads and wet towels to go into washing machine at the end of each day. To be washed that night. | SLT<br><br>Briefings<br><br>Cleaning team<br><br>All staff<br><br>All staff | Ongoing<br><br>Ongoing<br><br>Ongoing<br><br>Ongoing<br><br>Ongoing |           |

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|                       |                              | <p>of all handles and commonly used surfaces.</p> <ul style="list-style-type: none"> <li>• IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day.</li> <li>• Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available.</li> <li>• Fire resistant storage cabinet has been purchased for the storage of the alcohol had sanitiser. Alcohol based products are stored in this cabinet.</li> </ul> |            |          |      |  |                   |                         |           |

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|  |   |  |            |          |          |   |                   |                         |           |
| <p><b>5.</b></p> <p><b>Contamination of food products and packaging from supply chain, from food preparation</b></p> | <ul style="list-style-type: none"> <li>Staff and occupants infected by consumption of contaminated food packaging or food product.</li> <li>Contamination of food by</li> </ul> | <p><b>Snack provision and lunch time</b></p> <ul style="list-style-type: none"> <li>Basic snack time to be provided in each room to minimise the use of the shared small kitchen.</li> </ul> | <b>1</b>   | <b>3</b> | <b>3</b> | <p>Lunch boxes to be wiped down and placed in children’s fridge.</p> <p>Children to eat lunch in outside area whenever possible and sit at individual tables.</p> | Staff             |                         |           |

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| <p><b>on site and lunch boxes brought in for children attending extended day.</b></p>                             | <p>catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19.</p> <ul style="list-style-type: none"> <li>Potential for cross contamination of food products by children staying for lunch and at snack time.</li> </ul> |  |            |          |          | <p>Children to have snack in the outside area whenever possible whilst seated on separate cushions to maintain social distancing.</p> <p>This will be under the outside canopy if raining. If cold/wet this will be in the classroom of each bubble maintaining social distance. Seated cushions are plastic covered.</p> |                   |                         |           |
| <p><b>6. Staff and pupils may be un-familiar with changes to fire safety or other emergency arrangements.</b></p> | <ul style="list-style-type: none"> <li>Risk of injury arising from panic due to lack of clear emergency arrangements.</li> </ul>  | <p><b>Emergencies</b></p> <ul style="list-style-type: none"> <li>Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc.</li> <li>A full fire drill may not be appropriate but</li> </ul> | <b>1</b>   | <b>4</b> | <b>4</b> | HT  | HT                | Ongoing                 |           |

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|  |   | ensure all staff are familiar with any changes to arrangements. <ul style="list-style-type: none"> <li>• Individual bubble fire assembly points labelled and identified if and emergency. Staff familiar with location of each fire assembly point for their bubble.</li> </ul>   |            |          |          |   |                   |                         |           |
| <b>7.</b><br><b>Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use.</b> | <ul style="list-style-type: none"> <li>• All persons at risk of Legionnaires disease from little used systems</li> <li>• Damaged or broken items may not be identified or repairs actioned leading to injury.</li> <li>• Statutory inspections or maintenance may be missed leading to</li> </ul> | <b>Maintenance and inspection</b> <ul style="list-style-type: none"> <li>• Before school opens September 2020:</li> <li>• Ensure all little used water outlets are flushed through.</li> <li>• Check and test all fire protective systems.</li> <li>• Check and test all relevant safety critical devices.</li> <li>• Carry out a visual site inspection to identify any issues that may need remedying</li> <li>• Where pieces of equipment or machinery, such as lifts, fume cupboards</li> </ul> | <b>1</b>   | <b>4</b> | <b>4</b> | School Maintenance checks have continued during lockdown – maintenance schedule is up to date<br><br>Electrical safety check five year inspection undertaken 22/05/20.<br><br>Water management team continues with sampling, temperature tests and TMV maintenance during limited use of building.<br><br>PAT test of electrical equipment occurred September 2020 as per retesting schedule. | HT                |                         | CURRENT   |



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|   | failure of safety critical items.   | etc require thorough examination or testing they must all be within their testing cycle. If this has elapsed, then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place.  |            |          |          |  |  |                         |           |
| <p><b>8.</b></p> <p><b>Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.</b></p> | <ul style="list-style-type: none"> <li>• Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>• Potential for spread to other family members / persons.</li> </ul> | <p><b>Suspected case of coronavirus in school</b></p> <ul style="list-style-type: none"> <li>• If anyone (staff member) becomes unwell with a new, continuous cough, a high temperature and a loss of taste or smell our nursery, they must be sent home and advised to follow government guidance.</li> <li>• If a child is awaiting collection, they should be moved, if possible, to a room</li> <li>• they can be isolated in another room and with appropriate adult supervision. The room</li> </ul> | <b>3</b>   | <b>2</b> | <b>6</b> | <p>Staff are aware of these procedures to manage this event.</p> <p>Adequate supply of tissues – reminders to ‘catch it, bin it, kill it’.</p> | <p>HT</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> | Ongoing                 |           |

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|                       |                              | <p>allocated is that adjacent to lunch club room. This is labelled.</p> <ul style="list-style-type: none"> <li>• PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of</li> </ul> |            |          |      |  |                   |                         |           |

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| What are the hazards? | Who might be harmed and how? | What are you already doing?   | Likelihood | Severity | Risk | Do you need to do anything else to manage this risk locally? | Who will do this? | When must this be done? | Completed |
|-----------------------|------------------------------|---|------------|----------|------|--|-------------------|-------------------------|-----------|
|                       |                              | passing the infection on to other people <ul style="list-style-type: none"> <li>• Ensure emergency contacts are updated in advance of opening. Parents know they need to be available to collect child within 15 minutes if case suspected.</li> </ul>  |            |          |      |  |                   |                         |           |
|                       |                              | <p><b>Confirmed case of coronavirus in school</b></p> <ul style="list-style-type: none"> <li>• When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.</li> <li>• Where a child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</li> </ul> |            |          |      |  | HT                |                         |           |

## Baylis Court Nursery School - COVID-19 Risk Assessment – October 2020

| What are the hazards?   | Who might be harmed and how?  | What are you already doing?  | Likelihood | Severity | Risk     | Do you need to do anything else to manage this risk locally? | Who will do this? | When must this be done? | Completed |
|---|---|--|------------|----------|----------|--|-------------------|-------------------------|-----------|
|   |   | 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.  |            |          |          |  |                   |                         |           |
| 9.<br><b>Remote working of staff. Potential for DSE related issues when away from site.</b> | <ul style="list-style-type: none"> <li>Staff may not have designed work location due to the 'exceptional' need to work at home who are otherwise school based employees.</li> <li>There is a risk of musculoskeletal injuries.</li> </ul> | <b>Staff working remotely</b> <ul style="list-style-type: none"> <li>All staff provided guidance on setting up a safe and suitable work area, given the relative short duration and exceptional circumstances associated with the school closure.</li> <li>E-learning courses can be carried out to supplement guidance as required.</li> <li>Ensure regular communication with staff working remotely.</li> </ul> | <b>2</b>   | <b>1</b> | <b>2</b> |  | HT                |                         |           |
| 10.   | <ul style="list-style-type: none"> <li>Risk of stress/anxiety</li> </ul>  | <ul style="list-style-type: none"> <li>Staff have access to the employee helpline</li> </ul>   | <b>3</b>   | <b>2</b> | <b>6</b> |  | HT and all staff  | Ongoing                 |           |

## Baylis Court Nursery School - COVID-19 Risk Assessment – October 2020

| What are the hazards?               | Who might be harmed and how?   | What are you already doing?   | Likelihood | Severity | Risk | Do you need to do anything else to manage this risk locally? | Who will do this? | When must this be done? | Completed |
|-------------------------------------|--|---|------------|----------|------|--|-------------------|-------------------------|-----------|
| <p><b>Staff wellbeing</b></p>       | <ul style="list-style-type: none"> <li>Other mental health issues</li> </ul> | <ul style="list-style-type: none"> <li>Wellbeing services with Employee Assistance</li> <li>Staff can ask for an occupational health referral for stress management</li> <li>Staff returning to work – return to work procedures in place</li> <li>Opportunity to get regular feedback from staff</li> </ul>  |            |          |      |  |                   |                         |           |
| <p><b>Children's well-being</b></p> |  | <ul style="list-style-type: none"> <li>Separation &amp; anxiety- PSHE curriculum</li> <li>Staff are aware in their practice, how to observe and listen to children in order to find out sensitively changes at home – illness, furlough, job loss, death</li> <li>Safeguarding procedures maintained for those opting to stay at home</li> <li>Activities sent through to those at</li> </ul> |            |          |      |  |                   |                         |           |

## Baylis Court Nursery School - COVID-19 Risk Assessment – October 2020

| What are the hazards?                              | Who might be harmed and how?  | What are you already doing?  | Likelihood | Severity | Risk     | Do you need to do anything else to manage this risk locally?                                     | Who will do this? | When must this be done? | Completed |
|--|---|--|------------|----------|----------|--|-------------------|-------------------------|-----------|
|  |   | home via text, email and new portal page on website.   |            |          |          |  |                   |                         |           |
| <b>11. Staff absence, insufficient staff cover</b> | <ul style="list-style-type: none"> <li>Risk of not being in ratio to care for children</li> </ul> | <ul style="list-style-type: none"> <li>As per the guidance, all staff are expected to be available for work from September.</li> </ul> | <b>1</b>   | <b>3</b> | <b>3</b> | HT will make decision whether to close / partial closure in consultation with chair of governors | HT                | Ongoing                 |           |

### Risk Rating Matrix

| Likelihood    | Description  | Score |
|---------------|--|-------|
| Very unlikely | Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening. | 1     |
| Unlikely      | An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening. | 2     |

## Baylis Court Nursery School - COVID-19 Risk Assessment – October 2020

|               |  |   |
|---------------|--|---|
| Fairly likely | An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.                       | 3 |
| Likely        | It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening. | 4 |
| Very Likely   | Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.                | 5 |

| Severity / Consequence | Description   | Score |
|------------------------|---|-------|
| Insignificant          | No injury   | 1     |
| Minor                  | Injuries only requiring on site first aid   | 2     |
| Moderate               | Injuries that might require further medical attention and injuries that could lead up 3 days' absence | 3     |
| Major                  | Serious injury including broken limbs and injuries leading to over 7 days' absence                    | 4     |
| Catastrophic           | Fatality  | 5     |

|               | Very unlikely | Unlikely | Fairly likely | Likely | Very likely | Risk rating | Actions       |   |
|---------------|---------------|----------|---------------|--------|-------------|-------------|---------------|---|
| Catastrophic  | 5             | 10       | 15            | 20     | 25          | 1-2         | No action     | No further action but ensure controls are maintained.                                       |
| Major         | 4             | 8        | 12            | 16     | 20          | 3-6         | Monitor       | Look to improve at next review or if there is a significant change.                         |
| Moderate      | 3             | 6        | 9             | 12     | 15          | 8-12        | Action        | Review existing controls and make any improvements identified within a specified timetable. |
| Minor         | 2             | 4        | 6             | 8      | 10          | 15-16       | Urgent action | Take immediate action and stop activity if necessary, maintain controls rigorously.         |
| Insignificant | 1             | 2        | 3             | 4      | 5           | 20-25       | Stop          | Stop activity and take immediate action.  |