

## DITCHAM PARK SCHOOL – RISK ASSESSMENT

**RETURN TO SCHOOL – JANUARY 2021 (FROM 11<sup>TH</sup> JANUARY FOR DURATION OF NATIONAL LOCKDOWN RESTRICTIONS)**

**DEPARTMENT : DRAGONFLIES NURSERY and RECEPTION CLASS**

(1) Hazard	(2) Area / Activity	Who might be harmed?	(3) Control Measures	(4) What action can be taken to further reduce risk?	(5) Risk Category L/M/H
<b>SECTION A</b>					
<p><b>Risk of Infection from Covid 19 virus</b></p> <p>(During School Day normal operations and from being on Site)</p>	<p><b>Drop Off</b></p>	<p>All Staff (teaching and support)</p> <p>Other Pupils, parents, visiting staff and visitors</p>	<ul style="list-style-type: none"> <li>• Pupil numbers are to be kept to a manageable level to comply with the aim to maximise Social Distancing.</li> <li>• It is recognized that trying to keep children of this age apart is difficult. Staff are always to exercise their professional judgement.</li> <li>• Nursery and Reception will form 1 x Year Group bubble from September 2020. Once in a “bubble” children will remain in the same group at all times.</li> <li>• For the duration of the Spring 2021 National Lockdown period this EYFS Bubble pupils will be located together within the self-contained Dragonflies Nursery building which is of sufficient size for the numbers in attendance on a daily basis (ie 16 or fewer).</li> <li>• For the duration of the Spring 2021 National Lockdown period the Reception Teacher will join Nursery colleagues in the Dragonflies building which will provide sufficient supervision requirements and pupil/staff ratios at all time, whilst allowing staff to have the necessary breaks and lunch period. Staff will be able to support each other at this time thus enhancing their sense of team and mental wellbeing at this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage will be displayed throughout the school reminding all personnel of the 2m SDR</li> <li>• Parents are informed of the dedicated parking areas and entrance to which their children are to be taken.</li> <li>• Only essential items to be brought into school (packed lunch, medication, school equipment, water).</li> <li>• The School’s insurers have been consulted prior to opening and have confirmed their satisfaction with (and cover for) the Schools plan to open to children in Nursery and Reception. A dynamic risk assessment will be made throughout the lockdown period.</li> </ul>	<p><b>M</b></p>

			<ul style="list-style-type: none"> <li>• Staff should maintain 2M SDR between them whenever possible and 1M+ always except in case of health or safeguarding emergency. (1M+ = 1m plus another protective measure eg PPE, short close contact time, be outdoors).</li> <li>• Pupils will be brought to school by parents (ideally 1 only) who will park in the Nursery allocated parking spaces in the main (north) car park.</li> <li>• Parents will not be allowed into the school and will drop their children off at the North entrance gates to the Nursery where they will be met by a member of Nursery staff (unless specific alternative arrangements have been made in advance with the Nursery Leader and/or Reception Teacher to assist any pupil requiring additional support. At all times appropriate PPE will be worn and social distancing between adults maintained).</li> <li>• The Nursery pathway will be marked out at 2m intervals to observe the SDR for parents whilst waiting to hand their child over.</li> <li>• At the entrance pupils are to be handed over to a member of staff whilst observing the 2m SD guidance/recommendations between adults (staff/parent/guardian).</li> <li>• Any pupils displaying signs of a high temperature, loss or taste or smell, persistent cough or other symptoms of Covid 19 will be prevented from entering the School site and asked to return home immediately. Temperature checking will not take place in the Spring term at drop off time.</li> <li>• Pupils are to wash/sanitize their hands on arrival.</li> <li>• Parents will be asked to confirm their children are in good health and symptom free in a fortnightly online questionnaire. Results will be monitored and follow up questions/enquiries made as necessary by the Nursery Lead/Head</li> </ul>		
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			<p>of EYFS/Head of Juniors or Bursar.</p> <ul style="list-style-type: none"> <li>• Staff will be testing for Covid-19 on a weekly basis, via the Lateral Flow Testing procedures implemented by the School (details in the LFT Risk Assessment, available on request from the Estate Bursar, and Summary Risk Assessment Whole School which is available on the School website).</li> </ul>		
	<b>Breaktimes and Lunch times</b>	Teaching and support Staff Other pupils	<ul style="list-style-type: none"> <li>• Pupils will have access to the Nursery play area and other areas of the school grounds not allocated to other year groups on site as a “Key Worker” Pupil.</li> <li>• Pupils will need to be closely supervised to ensure they adhere to the SDR (Key Worker children)</li> <li>• Pupils will be provided with a hot lunch by the school and eat it at their desks in the Nursery or outside, weather permitting.</li> <li>• Pupils are to wash their hands before and after lunch.</li> <li>• Pupils are not to share food or drink.</li> <li>• All waste food and packaging are to be disposed of in the bins provided or taken home.</li> <li>• Provision will be made for staff to have breaks and lunch. Nursery staff and Reception Staff will access the ground floor staffroom for this purpose (ex-School Dining Room) and School Marquee or use the Nursery Office area. If moving to the School building for lunch each member of staff is required to wear a Face Covering at all times and to wash hands regularly and hand sanitise before and after leaving any room or shared space.</li> <li>• Water fountains use is not permitted, staff to advise and remind pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils are to bring a full water bottle to school with them.</li> <li>• Staff should bring a mug or cup into work with them daily and take it home to clean at the end of the day, do not share equipment</li> <li>• Ensure no products containing nuts are brought into school. Parents have been informed of this</li> <li>• A relief rota will be put into place on requirement by HOJ/HoEYFS. If the School believes it has insufficient staff to keep the Nursery building open safely due to staff illness or for any other reason it will consider closure of the site, in consultation with School Governors and the local Health Protection Team (where applicable).</li> </ul>	<b>L</b>

	<b>Pick-Up</b>	All Staff (teaching and support)  Other Pupils, parents, visiting staff and visitors	<ul style="list-style-type: none"> <li>Parents are to remain outside the Nursery gates on the pathway 2M socially distanced from each other.</li> <li>Pupils are to be brought out individually and delivered to care of their parents.</li> </ul>	<ul style="list-style-type: none"> <li>Parents are not to enter the Nursery or any other School building.</li> <li>Parents are required to return immediately to their car once reunited with their child, and leave the site (or wait in their cars for the Estate Staff to release vehicles for homebound journeys)</li> </ul>	<b>L</b>
<b>Risk of infection of Covid-19</b>  (from teaching & learning in the Covid-19 environment)	<b>Classroom Environment and Classroom Teaching /Activities</b>	Pupils and Teacher	<p>Organisation and General Behaviours</p> <ul style="list-style-type: none"> <li>Nursery and Reception Staff to register pupils by 9am and 1pm latest using SIMS.</li> <li>For EYFS desks will be arranged to maximise SD but still enabling effective educational practices for these age groups. (Teacher will make professional judgement).</li> <li>Staff will retain maximum distance between pupils in the Nursery and those from Reception Class whenever possible and each will be allocated an area within the building for their primary use, although it is recognised that this is difficult to achieve with pupil of these age groups.</li> <li>All non-essential teaching materials play equipment and soft furnishing are to be removed from the Nursery teaching area and placed in the storeroom.</li> <li>All teaching will take place in the Nursery building and designated outside play area.</li> <li>If the weather permits, staff to utilise the wider outside spaces to conduct lessons whenever possible - ensuring they do not mix with other year group bubbles or compromise contractors working on site or other visitors.</li> <li>Pupils and Teacher will practice excellent hygiene standards and adopt "Catch It, Bin It, Kill It" procedures in the Classroom – Teacher to brief / remind pupils at start and end of</li> </ul>	<ul style="list-style-type: none"> <li>The Nursery will be cleaned thoroughly daily with the emphasis on hard touch areas.</li> <li>Encourage as much outside teaching as possible, weather permitting. Eg:</li> </ul>	

			<p>lesson.</p> <ul style="list-style-type: none"> <li>• Teacher and pupils will hand sanitise each time they enter and leave the classroom without exception.</li> <li>• Nursery will be provided with sanitizer, soap and paper towels.</li> <li>• Nursery and Reception staff should open windows where possible to improve ventilation.</li> <li>• Nursery and Reception staff must brief pupils on the importance of hand hygiene. Nursery and Reception staff will show videos of this and demonstrate good hand washing/sanitizing techniques during lesson periods.</li> <li>• Nursery and Reception staff must brief pupils on the importance of not touching their face, nose, eyes etc during lesson periods.</li> <li>• Nursery and Reception Staff must ensure pupils wash their hands when re-entering their classroom following an outside break.</li> <li>• Daily cleaning (after School) of Nursery facility will take place as a minimum, with an emphasis on hard touch areas. Staff are required to use supplied cleaning materials to clean when necessary throughout the day to maintain standards of cleanliness.</li> <li>• Pupils in Nursery will be required to attend one setting only where possible to maximise Covid-security for all. Requests to amend or adjust this policy will be considered by the Nursery Leader, Head of EYFS and Bursar on a case by case basis.</li> </ul>	<p>nature walks</p> <ul style="list-style-type: none"> <li>• All classrooms will be provided with cleaning/sanitising materials for use by staff throughout the day.</li> </ul>	
	<p><b>In delivering Specialist Teaching / Enrichment Activities</b> (in Other Areas of the School)</p>	<p>Pupils and Teachers</p> <p>Support Staff, Contractors and other Visitors on site.</p>	<ul style="list-style-type: none"> <li>• Nursery children may, on occasion, receive tuition from specialist subject or activity teachers (eg: PE, Drama/LAMDA) and this may require them to move to alternative locations in School. Excellent hygiene will be practiced and social distancing from Key Worker children and other adults will be observed at all times.</li> <li>• Nursery Staff must pre-determine with each</li> </ul>	<ul style="list-style-type: none"> <li>• <b>As of 12<sup>th</sup> January 2021 the School has suspended the use of specialist staff</b> as part of the Nursery and Reception teaching provision in line with its Covid-secure “safety first” measures.</li> </ul>	

			<p>specialist teacher how children will be transferred safely to ensure safeguarding and health &amp; safety. Nursery children will not be allowed to transit the School unaccompanied.</p> <ul style="list-style-type: none"> <li>• Children must hand sanitise upon leaving and entering any other school building used.</li> <li>• Specialist staff must retain 2m (or 1M+) social distancing from each other during lessons and maximise SD between children where possible.</li> <li>• Specialist staff must ensure any pieces of shared equipment are age appropriate and thoroughly cleaned before and after use.</li> </ul>	<ul style="list-style-type: none"> <li>• No adults other than Nursery and Reception staff to enter the Dragonflies Nursery building unless in the case of a medical emergency or by prior permission of the Headmaster, Head of EYFS, Bursar or Estate Bursar.</li> </ul>	
	<b>Toilet facilities / play areas</b>	<p>Teaching and support staff</p> <p>Pupils and cleaners</p>	<ul style="list-style-type: none"> <li>• Pupils must go to the toilet one at a time accompanied by a member of staff if not using the Nursery toilet.</li> <li>• Toilets will have running water, soap and paper towels available. Hand dryers will be isolated.</li> <li>• Paper towels used should be placed in the lidded bins provided.</li> </ul>		M
Risk of Infection to Staff of Covid-19 or suffering anxiety or other health condition as a result of working in an Educational Establishment in the Covid-19 environment	<b>Staff Physical and Mental Health, Safety and Wellbeing</b>	Teaching and Support Staff	<ul style="list-style-type: none"> <li>• Staff must be confident they are fit to return to work and are free from the Covid-19 virus to the best of their knowledge.</li> <li>• Staff must Social distance themselves from their pupils as far as possible and other members of staff/adults by 2m whenever possible or 1M+ (+ other protective measures) as a minimum. The exception to this will be in case of a health or safeguarding emergency situation but this should be for the minimum period possible.</li> <li>• PPE will be available in classrooms if required. (masks, visors, gloves). It is not recommended that PPE is worn in the classroom setting for EYFS or Primary children unless a situation develops where a child needs consoling or becomes ill. Masks reduce the chances of the wearer spreading the virus, visors prevent the virus entering the nose, mouth or eyes. Gloves should be used only to deal with a situation and then discarded in a lidded bin provided in every</li> </ul>	<ul style="list-style-type: none"> <li>• If staff feel unwell at any time, they are to contact the school office by telephone/webcam in the first instance. If they believe they are demonstrating symptoms of Covid – 19 they should isolate themselves from the rest of the group.</li> <li>• Nursery and Reception Staff should not share equipment required for teaching with pupils or staff members outside of the Nursery and Reception group bubble.</li> </ul>	

			<p>classroom area and should not be worn constantly.</p> <ul style="list-style-type: none"> <li>• Disposable and single use PPE should be disposed of in a safe manner once worn (double bagged and placed in a lidded bin). Suitable bins are available in all settings.</li> <li>• Provision will be made for staff to take a break.</li> <li>• Other members of staff should not enter the Nursery unless they are required in the event of an emergency or to provide emergency teaching cover. When this is necessary teaching staff should maximise the distance between them ideally to 2M. If this is not possible they should be 1M+ as a minimum. For younger year groups when delivering personal care to pupils staff should wear the accepted items of PPE for the particular situation.</li> <li>• Normal pupil to staff ratios and Safeguarding rules must be adhered to at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review by Head of EYFS and Head of Juniors with Nursery Lead and other Nursery Staff.</li> </ul> <p><b>From 6<sup>th</sup> January and for the duration of National Lockdown restrictions:</b></p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into School, and instead will work from home if they can (as in "Tier 4").</li> <li>• Clinically vulnerable staff can come into School if they cannot work from home. If in School these staff should <ul style="list-style-type: none"> <li>○ Where possible, maintain a 2-metre distance from others</li> <li>○ Avoid close face-to-face contact and minimise time spent within 1 metre of others.</li> </ul> </li> <li>• Staff that live with someone that is clinically extremely vulnerable or clinically vulnerable can come into School if they cannot work from home, but should ensure they maintain good prevention (eg: hygiene) practice.</li> <li>• Pregnant Staff should work from home where possible. If home working is not possible, the School will follow the guidance for pregnant staff</li> </ul>	
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				<p>that applies to all tiers.</p> <ul style="list-style-type: none"> <li>Staff who may otherwise be at increased risk of Covid-19 coronavirus can come into School if they cannot work from home. The School will consider putting specific protective measures in place. Staff that live with those at increased risk can also come into work if they cannot work from home.</li> </ul>	
<b>Health and Safety / First Aid and Medical Needs</b>	<b>First Aid</b> Pupil feeling unwell – <b>Covid 19 symptoms</b>	Teaching and support Staff  Other pupils their siblings and parents	<ul style="list-style-type: none"> <li>Staff must ensure they remain aware of updates to symptoms (currently 01/21: new persistent cough, high temperature, no sense of smell or taste, fatigue).</li> <li>Isolate the child from the rest of the group.</li> <li>Wear PPE and take the child's temperature and assess the situation.</li> <li>If assessment concludes that it could be Covid 19 the child is to be taken to the Portakabin adjacent to the tennis courts (not the first aid room by the School Office) and a member of the office staff informed by telephone beforehand. Where a classroom has no telephone, staff should use webcam and Google Meet video conferencing. Wait with the child until a member of the office staff arrives at the portacabin.</li> <li>Once child left with member of Office First Aid Staff, Nursery or Reception staff member should remove and dispose of any PPE and wash and sanitise hands immediately before returning to the Nursery building.</li> </ul>	<ul style="list-style-type: none"> <li>If staff are unsure of the nature of the illness they are to err on the side of caution and treat it as Covid 19, until it can be disproved.</li> <li>If Covid 19 is confirmed all pupils and staff who have had close contact with that person will be required to self - isolate for at least 10 days.</li> </ul>	M



	<p><b>First Aid</b> Pupil or Staff unwell (<b>non-Covid symptoms</b>)</p>	<p>Teaching and support Staff Other pupils</p>	<p><b>First Aid in the Classroom (Initial Assessment)</b> Teacher will:</p> <ul style="list-style-type: none"> <li>• Assess child complaining of not feeling well, initial assessment to consider whether symptoms of Covid-19 (teacher will keep up to date with latest guidance on symptoms, if they are not clear they must seek guidance from members of School SLT).</li> <li>• Where illness or injury is minor and clearly not Covid-19 related (eg: minor cut/graze = apply plaster) the teacher will deal with in class using supplied first aid kit and PPE. Teacher will email the duty School Secretary (JC or NC) in the School Office with details to be entered to Evolve Accident Book (ie: Pupil, injury, time, where, and treatment).</li> <li>• Where the illness or injury requires enhanced first aid assessment or treatment, in the first instance teacher will contact School Office by telephone or webcam Google Meet. Duty Office staff make initial assessment and agree to meet pupil at School Office door and proceed to First Aid Room. After treatment pupil will either be returned to the Nursery or will remain in the First Aid Room until parent collects. School Office Staff to administer process in accordance with First Aid and Medical Needs Policy &amp; Procedures (and Covid-19 addendum).</li> </ul>	<ul style="list-style-type: none"> <li>• If staff are unsure of the nature of the illness they are to err on the side of caution and treat it as Covid 19, until it can be disproved.</li> </ul>	<p>L</p>
	<p><b>Personal Hygiene facilities</b></p>	<p>Teaching and support Staff pupils</p>	<ul style="list-style-type: none"> <li>• Pupils will attend school in home clothes suitable for wearing to school, including a warm layer and waterproofs.</li> <li>• Clothing should be changed, or laundered at home, regularly to maintain personal hygiene standards.</li> <li>• Pupils should be instructed on how to hand wash and sanitize their hands.</li> <li>• The Nursery has running water and will be provided with soap and paper towels.</li> <li>• Hand sanitizer and cleaning spray will also be provided in each classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Nursery and Reception staff show video or demonstrate how this is done most effectively.</li> <li>• Pupils are to sanitise their</li> </ul>	<p>M</p>


			<ul style="list-style-type: none"> <li>Toilets have access to soap, water and paper towels, hand dryers are not to be used and will be disabled.</li> </ul>	<p>hands on every occasion they enter and leave the Nursery and enter/exit any other School building.</p> <ul style="list-style-type: none"> <li>Pupils are to sanitize their hands after visiting the toilet.</li> </ul>	
Risk of Injury / harm in the event of Fire or Lockdown	<b>Fire</b>	<p>All School Staff (teaching and support)</p> <p>Pupils, cleaners, parents and visitors</p>	<ul style="list-style-type: none"> <li>In the event of a fire alarm activation normal procedures will be followed. Everyone is to evacuate the building by the nearest safe exit and go to the muster point at the front of the school. Routes are not altered but pupils should SD as far as possible and adults should maintain 2M SD (or 1M +) between them.</li> <li>SD should be adhered to at the muster point. Year groups will be required to maintain a 2M social distance between them.</li> <li>When released from the muster point by the Fire Officer (via HM/Estate Bursar or Bursar) pupils and staff will leave in an orderly SD fashion, with no mixing between bubble groups and return to their classroom areas or to designated break areas as appropriate at the time.</li> <li>School registers completed no later than 9am daily to ensure correct details for roll-call.</li> </ul>	<ul style="list-style-type: none"> <li>A school fire drill will be arranged for 1<sup>st</sup> or 2<sup>nd</sup> week of January 2021</li> </ul>	L
	<b>Lockdown</b>	<p>All School Staff (teaching and support)</p> <p>Pupils, cleaners, parents and visitors</p>	<ul style="list-style-type: none"> <li>In the event of a lock down situation developing all staff and pupils are to remain inside their classrooms.</li> <li>Doors are to be shut and locked. Staff are required to keep pupils quiet and calm and away from windows, if possible, seat them on the floor.</li> <li>If outside take shelter in the nearest building.</li> </ul>	<ul style="list-style-type: none"> <li>Await instructions from SLT</li> </ul>	L

**SECTION B: Adaptations to Teaching Methods to ensure adherence to the School’s “Covid-Secure” requirements are followed whilst ensuring continuation of best quality education for pupils.**

**Note for Teaching Staff:**

*Teacher to examine normal methods of teaching lesson/curriculum and to adapt to ensure adherence to School’s requirements to minimise contact and maximise hygiene*

<p>Actions to mitigate risk of infection from Covid-19 as a result of teaching activities in the Covid-19 environment</p>	<p><b>Nursery and Reception Return from 11<sup>th</sup> January 2021 (Period of National Lockdown restrictions)</b></p>	<p>Pupils and Teaching Staff</p>	<ul style="list-style-type: none"> <li>• Reduce use of shared equipment;</li> <li>• Factor in time to sanitise equipment at end of lesson;</li> <li>• Quarantine equipment where needed.</li> <li>• In conjunction with children, organise a desk clean system at the start or end of each lesson (cleaning kit provided by School Estate Bursar)</li> <li>• Remove superfluous equipment from classroom ahead of term start.</li> <li>• Ensure pupils remain in consistent groups / allocated seating in the classroom environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance with any professional bodies (age-group, subject appropriate) updated guidance</li> <li>• Consult with Head of EYFS and Head of Juniors on a regular basis regarding teaching requirements and practices employed when necessary.</li> </ul>	
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<p><b>PREPARED BY</b> Denise Allen Adrian Trehwella Name: Eleanor Woodhead/Lydia Stevenson</p>	<p><b>POSITION</b> Bursar Estate Bursar Nursery Leader/Reception Teacher</p>	<p><b>DATE</b> 11<sup>th</sup> January 2021 11<sup>th</sup> January 2021 11<sup>th</sup> January 2021</p>
<p><b>APPROVED BY</b></p>		<p>Headmaster 11<sup>th</sup> January 2021</p>