

Winterbourne Nursery and Infant School

Risk Assessment for Returning to School

School Name: Winterbourne Nursery and Infant School

Assessment written by: Petra Jones

Date: July 20

Shared with:

Governors: Y/N

Date: SLT: Y/N

Date: Staff: Y/N **Date: September 20**

To be viewed in line with the following policies:

- Health and Safety policy
- Covid –19 Procedures
- Infection Control
- Safeguarding policy
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Data Protection
- Behaviour policy
- Cleaning procedures
- Visitors/contractors Risk Assessment
- Fire procedure

Action/s	Hazards	Who is at risk of harm	Level of Risk (Low Medium High)	Actions to minimise risk
Class bubbles	Social distancing , Transmission	Staff, pupils	H	Pupils to be placed in class bubbles of no more than 30. 2 adults in each class where possible. NO STAFF SHOULD ENTER ANOTHER CLASS BUBBLE BEFORE, DURING OR AFTER SCHOOL. Exemptions: <ul style="list-style-type: none"> • SLT, SENCO, FSW called to assist with a child • Observations • Necessary actions approved by SLT
Start and finish times	Social distancing , Transmission	Staff, pupils, families	H	ELP: Session 1 - 8.30-11.30 AM session Session 2 – 12.30-3.30 PM session

				<p>Nursery: Session 1 – 8.45-11.45 Session 2 – 12.30-3.30</p> <p>Reception: 8.45-3.25</p> <p>Year 1: 8.45- 3.25</p> <p>Year 2: 8.35- 3.15</p>
Signs and posters	Lack of communication	Staff, pupils, families	H	Signs, posters to be placed in all communal areas, in classrooms, at main gate and Reception to remind everyone of the new procedures that are now in place. Suspected covid procedures to be put on website and placed in communal areas in the school.
Regular handwashing for pupils.	Transmission of virus	Staff, pupils		Handwashing will be timetabled in to the school day. Beginning of school day as they enter classroom, after playtime, before lunch, after lunch and before they leave the school. Additional handwashing will also take place where pupils have shared resources.
Staff arrival	Transmission from outside	Staff, pupils	H	All staff to wash hands immediately on arrival. Enter and exit through main entrance via main office and sign in and out. Signing in sheet to be outside head teachers office.
Staff who travel by public transport	Transmission from outside	Staff, pupils	H	Staff to wear face mask on public transport. On arrival to school remove mask and wash hands immediately using sanitizer spray. Closed bin to be placed next to main reception to place used disposable masks. Reusable masks to be placed in staff bags.
Staff absence	Adults moving around different bubbles, transmission, social distancing	Staff, pupils	L	Staff to report absence in the normal way. Staff to be clear on reason for absence. If Covid related, then school to follow set procedures and logged on covid record. If absence not related to covid normal absence procedures apply. Back to work meeting to take place when staff member returns.
Staff shortages	Adults moving around different bubbles, Transmission ,social distancing	Staff, pupils	L	If TA is absence in the bubble the teacher will lead the class. If the teacher is absent TA will lead the class. If teacher is absent long term then a supply teacher will be arranged.
Parents bringing pupils to school	Transmission of virus Social distancing	Parents, staff , pupils	H	Drop off ELP: Parents and pupils to go to ELP playground and stand on designated spots. Teachers will then take pupils from playground and parents will exit the

				<p>playground. Markings will be put on the floor to show 2mtr distance outside the ELP gate</p> <p>Nursery pupils: Markings will be put on the floor to show 2mtr distance outside Nursery gate. Parents to follow the one-way route in Nursery playground. Teachers will then take pupils from playground and parents will exit the playground following the one-way route.</p> <p>Reception (3 classes): To follow one-way route in to the Reception playground and line up outside their classroom (Donaldson to line up in playground teacher to hold sign). Parents to continue to follow one-way route out of reception playground and join KS1 exit route.</p> <p>Year 1: To Follow one-way route in to the main playground and stand in designated class area. Teachers to receive pupils. Parents to continue to follow one-way route to exit the school.</p> <p>Year 2: To follow route to Jenden building. Lewis class to go straight to their class. Dahl, Anderson and Carroll to follow route to the main entrance in Jenden Building where pupils will be directed to their classes by Year 2 staff. (teacher will hold sign and stand separately in a coned off space.</p> <p>NB! Year 2 pupils will start the school day at 08:35 (not 08:45). Parents will come through the same entrance gate and start arriving from approximately 08.30. It is essential that there is no vehicular traffic in the car park after this time to stop mixed use by vehicles and pedestrians (including young children).</p>
Parents collecting pupils from school	Transmission of virus Social distancing	Parents, staff , pupils	H	<p>ELP: Parents to stand on designated spot in ELP playground. Teacher to release one pupils at a time and then parents to exit.</p> <p>Nursery: To follow one-way route. Pupils will be released one at a time. Parents to continue to follow one-way route and exit through the gate.</p>

				<p>Reception (3 classes): To Follow one-way route in to Reception playground and stand in designated class area. Teachers to release pupils one at a time. Donaldson teacher to release children from morning drop off point in reception playground. Parents to continue to follow one-way route to exit the school.</p> <p>Year 1: To Follow one-way route in to the main playground and stand in designated class area. Teachers to release pupils one at a time. Parents to continue to follow one-way route to exit the school.</p> <p>Year 2: To follow route to Jenden building. Lewis class to be collected from their class. Dahl class to be collected by the side wall of Jenden building. Anderson and Carroll to follow route to the main entrance in Jenden building where pupils will be released to parents one at a time.</p> <p>All staff will have signs to direct parents to the correct assembly points.</p> <p>NB! Year 2 pupils will be collected at 15:15 Parents will be arriving at approximately 15:15, collecting their children as per above. It is essential that there is no vehicular traffic in the car park after 15:15 in order to stop mixed use by vehicles and pedestrians (including young children).</p>
Late arrivals and late collections	Transmission of virus Social distancing	Parents, staff , pupils	H	Pupils to report to main reception and will accompanied to class by member of SLT or office staff. The main hall will be used as a holding area for late collections.
Parents	Transmission of virus Social distancing	Parents, staff , pupils		No parents are allowed inside building. Box to be placed outside for forms. Parents will need to call to speak to office staff. Lunchboxes and lost property to be placed outside before and after school.
Pupil resources	Transmission of virus Social distancing	Parents, staff , pupils	H	Parents to be advised that pupils Should bring in coats, book bag and packed lunch where applicable.
Pupils facemask removal	Transmission of virus	staff , pupils	H	Pupil should remove face masks and place in carrier bag then into school bag before entering the classroom. Closed bin to be provided for disposable face masks.

Pupils toilet	Transmission of virus Social distancing	Staff, pupils	H	<p>Cleaning log placed in toilet to ensure that toilets are cleaned frequently and to ensure that there is plenty of soap to ensure that pupils can wash their hands. Adults where possible to accompany pupil to the toilet to ensure that the pupil washes their hands. If child goes to toilet alone, teacher to direct pupil to wash their hands immediately in the classroom.</p> <p>ELP/ Nursery: To use the pupil toilets in their area</p> <p>Reception: - Briggs and Hargreaves to use the toilets in their communal area.</p> <p>Year 1 Kerr and Rosen to use toilets near stock room</p> <p>Year 1 Browne and Reception Donaldson to use pupils toilets next to main office.</p> <p>Year 2 pupils to use the toilets in the Jenden building.</p>
Staff toilets	Transmission of virus Social distancing	Staff,	H	<p>Toilet to be limited to 1 adult at any one time. Cleaning log placed in toilet to ensure that toilets are cleaned frequently and to ensure that there is plenty of soap to ensure that adults can wash their hands. Ladies toilets in the interim are upstairs and downstairs in main building and EYFS can use Skylab. Men to use toilet Staff room (classroom in main hall). Jenden building has staff toilet for staff in Year 2. Sanitizer spray to be kept in each cubicle so staff can clean toilet seat before and after use.</p>
Water fountains used by pupils	Transmission of virus Social distancing	Pupils	H	<p>Water fountains to be sealed off. Pupils to bring in bottled water which can be refilled in the classrooms. Water bottles to be wiped with sanitizer spray by adult before pupils place them on their table.</p>
Playtime	Transmission of virus Social distancing	Staff, pupils	H	<p>Outside space to be sectioned of so that pupils can access to the outside throughout the day for EYFS and year 1. Playtime and Lunchtime play for Year 1 and 2 to be staggered.</p> <p>Year 2: 10.30-10.40</p>
Classroom design	Transmission of virus Social distancing	Staff, pupils	H	<p>In year 2 , ensure there are ten tables in each room in rows so that all pupils are facing the front of the class. All soft toys and other equipment with intricate parts that may prove difficult to clean to be removed.</p> <p>Closed bins to be placed in each class for tissues used by staff and pupils to avoid spread of virus through sneezing.</p>

				Year 1 will run as EYFS continuous provision for Autumn 1
Classroom resources	Transmission of virus Social distancing	Staff, pupils	M	Resources to be kept at a minimum so staff can monitor what is being used and then can ensure that these resources are thoroughly cleaned at the end of each session. Each class will be provided with some outdoor equipment which is only to be used by the in pupils their class. Each pupil will be provided with their own pack plastic wallet which will contain the everyday essentials EG: whiteboard, whiteboard pen, number fan, hundred square, letters and sounds fan, pencils etc dependent on year group. Any shared resources within the classrooms EG : books should be cleaned at the end of each session.
Classroom hygiene	Transmission of virus Social distancing	Staff, pupils	H	All classes to be equipped with the following: Soap Towels Closed bins Tissues Sanitizer First aid kit A set of PPE equipment Cleaning spray and cloths
Classroom cleaning	Transmission of virus Social distancing	Staff, pupils	M	Containers will be supplied with sterilizing tablets so that all plastics resources can be sterilized at the end of each day. Cleaning products will be placed in classroom so that staff can clean resources at the end of each session. Cleaning team to clean all surfaces, handles etc at throughout the day. READ IN CONJUNCTION WITH NEW CLEANING REGIME. ELP and Nursery will have enhanced cleaning between morning and afternoon sessions.
Cleaning of communal areas	Transmission of virus Social distancing	Staff, pupils	H	Cleaning regime to be increased with surfaces and door handles frequently cleaned throughout the day. READ IN CONJUNCTION WITH NEW CLEANING REGIME
Moving around the building with pupils	Transmission of virus Social distancing	Staff, pupils	H	Signs and posters will be around the building to remind pupils of social distancing .There will be one way routes through the hall.

				ONE WAY ROUTE TO BE FOLLOWED AT ALL TIMES. NO GOING THROUGH PUPIL TOILETS>
First aid	Transmission of virus Social distancing	Staff, pupils	H	A first aid bag to be placed in each classroom. A first aider situated in the office will be on call to assist with injuries if required. Gloves, aprons, face coverings to be placed in each classroom to be used when needed.
Intimate care	Transmission of virus Social distancing	Staff, pupils	H	Gloves, aprons, face coverings to be placed in each classroom to be used when needed.
Staffroom	Transmission of virus Social distancing	Staff, pupils	H	Staffroom will be limited to 5 adults at any one time.. ELP, Nursery, Reception – Skylab staffroom. Year 1, SENCO and FSW – Classroom in main hall being used as a staffroom class Year 2 staff to use Kingston class as a staffroom Main staffroom opposite main office – Office staff, SLT, premises
Staff / pupils suspected symptoms of Covid 19	Transmission	Staff, pupils, Families	H	All staff to follow covid 19 procedure which will be emailed to all staff and procedures placed in staffroom. All staff will be informed of updates through email. The procedure checklist should be up in each class. All updated guidance will be shared with staff.
Siblings at another School report unwell and family confused as to appropriate action	Transmission	Staff/ pupils. families	H	School to instruct parents to report if a sibling from another school is unwell and instruct parent to keep child at home following covid 19 procedure. If a pupil shows symptoms in school parents are inform other schools where that have children
Communication	Poor communication could lead to confusion	Staff/ pupils. families	H	Ensure all staff, parents, pupils, visitors are clear on guidance and all updates to be shared on website, through text messages, teachers to parent, letters and phone calls were needed.
Safeguarding	Staff unsure of procedure could lead to safeguard concerns not being reported	Staff/ pupils. families	H	Updated procedure to be communicated to all staff. Remind staff if unsure to speak to DSL (one will always be onsite) Record on CPOMS. Staff training in September to ensure all staff including new members are clear on procedures. DLS list to be updated and put up in communal areas and website.
In event of fire				See fire procedure
Main office	Transmission of virus Social distancing		H	Only SLT and staff that work in the main office should be there. No other member of staff should enter the office beyond the orange line.

Registers	Transmission of virus Social distancing	Staff, pupils	H	Only Teachers/TA's will collect registers from HT office when signing in each morning. All staff to register am and pm on SIMS each day. TA's to bring registers back to HT office and place in box. Office staff will sanitize and collect information for dinners.
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Lunchtime	Transmission of virus Social distancing	Staff, pupils	H	<p>Reception: 11.30 – Reception enter the main hall via the door near the stock cupboard in class bubbles and supported by their adults to collect their food and sit at their allocated tables. One member of staff will be responsible for pouring the drink to avoid contamination. All pupils will remain seated until class has finished eating, then as a class bubble they clear their plates and leave the main hall through the door by the stck cupboard and go straight to their section of the playground</p> <p>Year 2: 12.05 – To be accompanied by teacher and TA to the dining hut though side door in class bubbles and supported by their adults to collect their food and then leave via the end door (accessed through WJGS) and go to main hall and sit in allocated area to eat their lunch. One member of staff will be responsible for pouring the drink to avoid contamination. When they have finished eating they may empty their plate and go to the year 2 section of the playground .</p> <p>Year 1: 11.30 Year 1 enter the dining hut though the side door in class bubbles and supported by their adults to collect their food and sit at their allocated tables. One member of staff will be responsible for pouring the drink to avoid contamination. All pupils will remain seated until class has finished eating, then as a class bubble they clear their plates and leave the dining hut</p>
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				through the side door. As a class bubble pupils to be taken to their section of the playground
Lunch bands	Transmission of virus	Staff, pupils	H	Lunch Bands to be sterilized after each use. Adult to hand to each pupil. Lunch bands to be placed in plastic container before pupils leave dining hall. Dinner supervisor to bring bands to box outside office).
Playtime and lunchtime for pupils staggered Refer to lunchtime procedures	Transmission of virus Social distancing	Staff, pupils	H	Year 2 break time: 10.30-10.40 Year 1 lunchtime: 11.30-12.30 Year 2 lunchtime: 12.05-1pm
Staff lunch time staggered times	Transmission of virus Social distancing	Staff, pupils	H	ELP TA lunch break 11.45-12.15 ELP teacher lunch break 11.30-12.30 Nursery TA lunch break 12.00-12.30 Nursery teacher lunch break 11.45-12.30 Reception TA lunch break 12.00-12.30 Reception teacher lunch break 11.30-12.30 Year 1 TA lunch break: .11.30-12.00 Year 1 Ta`s to be in playground from 12.00 unless doing an intervention) Year 1 Teachers lunch break: 11.30-12.00 Year 2 TA lunch break: 12.15-12.45 (year 2 Ta`s to be in playground at 12.45 with their class) Year 2 Teachers lunch break: 11.45-12.45
Absence of catering staff	Food not available for pupils	Staff, pupils	L	Liaise with WJGS and Pabulum to decide actions which could be providing lunch In house or pupils to being packed lunch.

Transitions	Anxiety, separation issues	Pupils, parents	H	<p>ELP: Will take place over 2 days 7th/8th September: 1.1 appointments with parents throughout the day. Pupils will begin in 14th September.</p> <p>Nursery: Transition will take place over one week beginning the 7th September. Pupils will begin with one hour per day to three hours. All Nursery pupils to be in full time on the first Friday. Pupils that need more time to settle will be dealt with case by case.</p> <p>Reception: Transition will take place over one week split into morning and afternoon sessions. All pupils to be in full time on 14th September. Pupils that need more time to settle will be dealt with case by case.</p>
Staff briefings and staff meetings	Transmission of virus Social distancing	Staff	H	<p>During Autumn 1 this will take place via zoom</p> <p>Briefing for all staff at 8.15 every Monday</p> <p>Staff meetings 3.45-4.45 every Monday</p> <p>Year group meetings should take place via zoom or face to face meetings in allocated shared staffrooms.</p>
Local outbreak classes or year groups	Transmission of virus Social distancing	Staff, pupils	H	<p>Blended learning to be implemented until pupils return to school (Teachers to have plan in place)</p>
Full closure of school	Transmission of virus Social distancing	Staff, pupils	H	<p>Revert back to key worker and vulnerable Risk assessment and remote learning to be implemented (Teachers to have plan in place)</p>
Lockers and pigeon holes	Transmission of virus Social distancing	Staff,	H	<p>These are not to be used. Staff to keep bag in their classroom.</p> <p>Pigeons holes will be reallocated into staffrooms</p>
PPE	Transmission of virus Social distancing	Staff, pupils	H	<p>Optional for all staff where appropriate.</p>