



WINTERBOURNE NURSERY AND INFANT SCHOOL

Risk Assessment September 21

Risk Assessment for Returning to School

School Name: Winterbourne Nursery and Infant School

Assessment written by: Petra Jones

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Shared with:

Governors: Y/N **Date:** SLT: Y/N **Date:** Staff: Y/N **Date:** September 20 – updated October 2020- updated 5.11.20 – updated 2.12.20 – Updated 24.2.21 – Updated 18.06.21 – Updated 02.09.21

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 for majority of day to be taught in class bubbles where possible.
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 procedures that are in place. Croydon covid flow and guidance to be placed in main office and on school website.
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 teacher's 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 follow guidance from Croydon.
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: Member of staff collects pupil from ELP gate.

				<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 (4 classes): To follow one-way route in to the Reception playground and line up outside their classroom (Donaldson and Briggs 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. (teachers stand separately in a coned off space. 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	ELP: Member of staff escorts pupils to the ELP gate where they are collected by parents or transport.

				<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 (4 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 and Briggs teachers 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, Andersen and Carroll parents to follow route to main entrance of Jenden building where pupils will be in class bubbles. Parents to collect their child and follow the one-way route to exit school.</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		To limit flow of parents in the building, Box to be placed outside for forms. Parents to form orderly queue in front playground if they wish to speak to office staff. No more than 2 parents at any time on

				main lobby. Parents will be advised to observe social distancing. Lunchboxes and lost property to be placed outside before and after school.
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: - Seuss and Hargreaves to use the toilets in their communal area.</p> <p>Year 1 Kerr and Rosen and Browne to use toilets near stock room</p> <p>Reception Donaldson and Briggs to use pupils' toilets next to main office.</p> <p>Little stars to use toilets in sky lab.</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	Outside space to be sectioned off 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. Year 1 playtime: 10.10-10.25 Year 2 playtime : 10.10-10.20
Classroom design	Transmission of virus Social distancing	Staff, pupils	H	Closed bins to be placed in each class for tissues used by staff and pupils to avoid spread of virus through sneezing/coughing
Ventilation	Transmission of virus	Staff, pupils	H	Doors and windows (not fire doors) to be kept open during the day to allow air to circulate. All windows in main hall and Jenden hall will also be kept open
Classroom resources	Transmission of virus Social distancing	Staff, pupils	M	Monitor what is being used and then ensure that these resources are thoroughly 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	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. ELP and Nursery will have enhanced cleaning between morning and afternoon sessions.
Cleaning of communal areas including ICT suite	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 main hall and Jenden 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	Five staffrooms made available. Staffroom will be limited to 6 adults at any one time. ELP – Blue room to be used as staffroom. Nursery, Reception – Skylab staffroom. Year 1, SENCO and FSW – Classroom in main hall being used as a staffroom Year 2 staff to use Kingston class as a staffroom Office staff, SLT, premises to use Main staffroom opposite main office.
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. PUPILS AWAITING COLLECTION WILL WAIT IN THE MAIN LOBBY. IF IT IS A MEMBER OF STAFF THEY WILL LEAVE SITE IMMEDIATELY
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.
Visitors	Transmission of virus	Staff/ pupils.	H	Visitors to report to main reception where they will sign in book. Visitors to read guidance and member of

				staff will explain procedures. (In general only pre booked visits will be accommodated)
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
Registers	Transmission of virus Social distancing	Staff, pupils	H	Only Teachers/TA's will collect registers from outside HT office when signing in each morning. All staff to register am and pm on SIMS each day. TA's to bring registers back and place in box outside headteachers office.

Lunchtime	Transmission of virus Social distancing	Staff, pupils	H	<p>Reception: 11.20 – Reception (Seuss and Hargreaves) enter the main hall via the door near the stock cupboard. Donaldson and Briggs enter through hall, 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 they clear their plates and leave the main hall through the door by the stock cupboard and go straight to their section of the playground</p> <p>Year 1: 11.30 Year 1 enter the dining hut though the side door 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</p>
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				contamination. All pupils will remain seated until class has finished eating, then as a class they clear their plates and leave the dining hut through the side door. Year 2: 12.00 – To be accompanied by teacher and TA to the dining hut though side door 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 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).
lunchtime for pupils staggered Refer to lunchtime procedures	Transmission of virus Social distancing	Staff, pupils	H	Reception lunchtime: 11.20-12.30 Year 1 lunchtime: 11.30-12.30 Year 2 lunchtime: 12.00-1pm
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 11.30-12.00 Reception teacher lunch break 11.30-12.30 Year 1 TA lunch break: 12.00-12.30

				<p>Year 1 Teachers lunch break: 11.30-12.00</p> <p>Year 2 TA lunch break: 12.30-1.00</p> <p>Year 2 Teachers lunch break: 12.05-1.00</p>
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.
Staff briefings and staff meetings	Transmission of virus Social distancing	Staff	H	<p>During month of September meetings to 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 to take place face to face..</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> <p>Work placed weekly on website for parents and children to access.</p> <p>Follow guidance from government contingency framework.</p>
Full closure of school	Transmission of virus Social distancing	Staff, pupils	H	Revert back to key worker and vulnerable Risk assessment and remote learning to be implemented (Teachers to have plan in place)
Face covering	Transmission of virus Social distancing	Staff, pupils	H	Face coverings to be worn by consensus when walking through communal areas around the school or where a 2 meter distance cannot be kept.

Pupil or member of staff with symptoms	Transmission of virus Social distancing	Staff, pupils	H	To follow the Croydon flow chart procedure.
Staff at higher risk (Non-Caucasian staff)	Transmission of virus Higher risk of catching virus	Staff	H	Risk assessment discussed with all staff including at risk and vulnerable staff to encourage staff to follow guidance in risk assessment. Individualised risk assessments provided if requested
Staff who are classed as highly vulnerable	Transmission of virus Higher risk of catching virus	Staff	H	Risk assessment discussed with all staff including at risk and vulnerable staff to encourage staff to follow guidance in risk assessment. Individualised risk assessments provided if requested
Mental well-being of all staff	Staff may not be able to be function effectively	Staff	M	All staff are sign posted to the free counselling sessions when needed Staff are encouraged to focus on their own well being Staff are encouraged to speak to head teacher if they need extra support Year group leads offer 1.1 support for their team members where needed or requested
Pupils mental health	Pupils may not be able to function as effectively and could have an adverse effect on their education	Pupils	M	Family support worker on call where pupils are identified as needing support Training for staff has been implemented to ensure that staff are clear on behaviours that might indicate a pupil may be suffering from mental health concerns Where a member of staff through contact with family feels there may be a concern they must report to the DSL
School expectations remain high onsite and during remote learning	Pupil engagement may lessen and adversely affect their education	Pupils	M	Reminder to all staff on behavior expectations for pupils (SENCo to oversee) Behaviour policy will continue to be implemented for those pupils on site

Governors oversight	Could lead to school failing to meet statutory requirements	Pupils, school ,Community	L	Governing body continues to meet virtually Governor body agendas are structured and head teachers report includes updates on how the school is continuing to meet its statutory obligations in addition to covering the school response to covid-19
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