



PAT Covid-19 return to school risk assessment May 2020

		Severity of harm				
		Very low	Low	Medium	High	Very high
Likelihood of harm	Highly Probable	Moderate	Substantial	Substantial	Severe	Severe
	Likely	Moderate	Moderate	Substantial	Substantial	Severe
	Possible	Acceptable	Moderate	Moderate	Substantial	Substantial
	Unlikely	Acceptable	Moderate	Moderate	Moderate	Moderate
	Very Unlikely	Acceptable	Acceptable	Acceptable	Moderate	Moderate

Date of assessment:		19 th May 2020 (Edited 12/06/2020 for THNS)			
Who is at risk:		Staff, pupils, contractors, visitors (Contractors and visitors to site to be kept to a minimum and only for essential work – see [4.6])			
This risk assessment has been completed with generic risk applicable to all PAT schools. The HoN has edited the original document to highlight specific risks at Thornton Heath Nursery School					
Description of risk or hazard	Controls and mitigation	See risk matrix below			
		Likelihood of harm	Severity of harm	Risk rating with controls in place	
1. Staffing levels					
1.1 Adequate staffing levels cannot be maintained for the planned number of children in school	a) 50% of available staff in school for an initial pre-defined core group of pupils b) Some staff altering hours if coming by public transport to avoid rush hour.	U	L	Acceptable	
1.2 DSL, First Aider and member of SLT on each site cannot be provided	a) PAT multi site model means that SLT can be moved between sites easily in the event of absences. There are surplus SLT who can help where required.	VU	L	Acceptable	

1.3	Rota of 50% of staff on site at any one time as outlined in Directors' decision of 18 th May cannot be maintained.	a) 50% of staff on site at any one time. Admin staff will be on a rota working from home where possible; b) Staff will work at home on Wednesdays.	U	L	Acceptable
1.4	Group sizes are too large (above 13) and there is too much contact with others increasing risk of transmission	a) Each group will be with an Early Years Educator and another staff member, these staff will be assigned to this group and no other for the whole day including lunch; b) Groups of 13 will be taught by 3-4 adults in total although these groups will be sub-divided in to FT and P/T so they may only come into contact with 1-2 adults per day.	P	M	Moderate
1.5	Needs of children with specific needs/care cannot be met	a) Risk assessment for individual pupils undertaken if parents indicate that they wish to attend. Liaison with parents about best place for pupils during this period. (pupils with medical needs, who are shielding adults in their home, those who normally have 1:1 etc.) b) These children will be contacted by HoS/SENCo and may not start on first day	P	M	Moderate
1.6	Inadequate training for new arrangements	a) Training days for 50% of staff has already taken place and will be revisited 1 week before reopening; b) Online support available at: https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training	P	L	Moderate
1.7	Notion of 'core hours' causes staff to be exposed to others for longer than is necessary each day	a) Core hours suspended until September 2020. Staff may leave when the children have been collected and then work from home.	U	VL	Acceptable
2. Vulnerable staff¹					
2.1	Risk to staff who are on the 'shielded patient list' (SPL) and have a letter to this effect from NHS	a) These staff should be working from home; b) https://digital.nhs.uk/coronavirus/shielded-patient-list c) https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	VU	M	Acceptable
2.2	Risk to staff who are clinically vulnerable or have a member of their household who are clinically vulnerable	a) These staff should have an individual risk assessment completed as to options for work;	U	M	Moderate

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886696/COVID19_Weekly_Report_20_May.pdf (Latest available at the time of writing) Shows us that age is the predominant risk factor when it comes to INFECTION with Covid-19. Those with increased statistical risk of a greater SEVERITY from Coronavirus include women (Female 77,540 vs Male 66,186) and those from a Black/African/Caribbean/Black British background. Increased risk can be determined by comparing figures from the link in footnote 1 with % of UK population from BAME backgrounds found at <https://www.ethnicity-facts-figures.service.gov.uk/uk-population-by-ethnicity/national-and-regional-populations/population-of-england-and-wales/latest>. See 2.5 for mitigation.

	<ul style="list-style-type: none"> b) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people; c) https://www.asthma.org.uk/advice/triggers/coronavirus-covid-19/what-should-people-with-asthma-do-now/ 			
2.3 Risk to staff who are pregnant	<ul style="list-style-type: none"> a) These staff should have an individual risk assessment completed as to options to work. Wherever possible these staff should not be in direct contact with groups of children even if they are approved to work on the premises; b) If agreed at risk assessment these staff may be able to safely run learning appointments. 	P	M	Moderate
2.4 Staff showing symptoms of the virus whilst at work	<ul style="list-style-type: none"> a) These staff should make themselves known to SLT at the earliest opportunity and then should go home; b) These staff should arrange for a test to be completed c) https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ d) SLT at school to stay in touch with staff and ensure they are fully ready and have completed a test 	P	M	Moderate
2.5 Risk to those in other groups who may be at a statistically higher risk of complications from virus	<ul style="list-style-type: none"> a) Working arrangements for all to be discussed with HoS as part of establishing rotas; b) Those who have a combination of risk factors to self identify so that they can be offered an individual risk assessment if required. 	P	M	Moderate
2.6 Adverse effects on staff members who are anxious or struggling to readjust to return to work	<ul style="list-style-type: none"> c) Croydon are producing a care package which can be shared with these employees; d) Pegasus have access to dedicated telephone support with counselling for these employees. This can be arranged through SLT. 	P	VL	Acceptable
3. Risk of increased transmission of virus due to journeys to and from school				
3.1 Risk to staff and pupils on public transport	<ul style="list-style-type: none"> a) Staff and pupils to travel on foot, bicycle, motorcycle or own car wherever possible b) Write to parents in chosen year groups encouraging them to travel on foot etc. rather than use public transport; c) Likelihood of harm depends on prevailing infection rates in London 	P	M	Moderate

3.2	Risk to staff of car sharing	a) Staff should not car share. Make this clear to staff on planned training days (slides to be prepared from this risk assessment)	VU	VL	Acceptable
3.3	Risk to staff and children of using taxis	a) Staff should not use taxis. Make this clear to staff on planned training days (slides to be prepared from this risk assessment)	VU	L	Acceptable
3.4	Risk to staff of busy periods of public transport. Social distancing difficult in these situations	a) Wherever practicable no staff use of public transport unless social distancing is possible. b) If an issue emerges with [a] staff should speak to SLT about varying times to come into work outside of rush hour. c) Any staff arriving by any form of transport wash hands thoroughly before entering classrooms.	P	M	Moderate
3.5	Danger of parent to parent transmission in playgrounds	a) Encourage families to designate a single adult for the drop off with no elder/younger siblings on the school run if possible; b) THNS staggered start with no more than 10 children expected within each time slot c) Parents will be met at the main entrance in to the nursery (there is no waiting area at the front of the building) by a member of staff who will escort the child in to the nursery. d) Share a list of arrangements from this risk assessment with parents.	P	M	Moderate
4. Risk of transmission through staff and pupils and others entering school building from outside and leaving at the end of the day					
4.1	Risk of transmission as parents and children converge at narrow entrances [i]	a) Public pathway outside of nursery to be marked at a 2 metre distance using markers fixed to the school railings; b) Parents will not be entering the nursery premises c) Staff will escort children out of the nursery to their parent at the end of each session	U	M	Acceptable
4.2	Risk of transmission as parents and children converge at narrow entrances [ii]	a) As above	U	M	Moderate
4.3	Risk of transmission as parents and children meet other groups in playground	a) Staggering of entry and exit times; b) No parents and carers beyond main gate – signage to this effect; c) Entry and exit times 15 minutes apart; no more than 15 children expected at each time interval	U	M	Moderate
4.4	Risk of person to person transmission of virus on hands	a) All pupils and staff to sanitise/wash hands on arrival	P	M	Moderate

	<ul style="list-style-type: none"> b) Hand washing station set up inside main gate for children to wash their hands as they enter / leave the nursery c) Supervised washing of hands. Use of hand soap; d) Investigating use of sanitising gels at each door. 				
4.5	Risk of transmission for bags or pencil cases etc. brought from home	<ul style="list-style-type: none"> a) Coats on hooks – it is possible to put these at two meter intervals b) Lunch to be brought in to nursery in a disposable plastic bag. All empty containers safely disposed of at the end of lunchtime. c) No resources / toys to be brought from home. d) Spare clothes to be in a disposable plastic bag – provided on first day of attendance and removed on last day of attendance if not used. Soiled clothes to be double wrapped and taken home same day. 	U	M	Moderate
4.6	Risk of transmission from contractors or visitors to pupils or teaching staff	<ul style="list-style-type: none"> a) No visitors to enter school grounds other than essential contractors to deal with urgent works. b) Non urgent works may take place where isolation is possible, on a Wednesday when no children / staff are present or after 3:30pm 	VU	M	Acceptable
4.7	Risk of inadvertent transmission as children and parents pass one another on paths	<ul style="list-style-type: none"> a) 2 metre distancing spots for children / parents outside of the nursery entrance; b) PAT signage pack produced by design team 	P	M	Moderate
4.8	Risk of transmission from visitors/parents to school office staff	<ul style="list-style-type: none"> a) School front doors/shutters/screens to remain closed. b) Parents contact through phone or email. 	VU	M	Acceptable
5. Risk of transmission through activities on site					
5.1	Risk of transmission from/to staff through proximity in school	<ul style="list-style-type: none"> a) All breaks for staff taken separately in classroom or outside, not together; b) Staffroom only in use to make drink or collect food. Signage in place to this effect; c) Everyone in the building to socially distance at all times; areas where this is not possible should be closed off or used by limited staff (e.g. small shared offices/ narrow corridors etc.) 	P	M	Moderate
5.2	Risk of pupils to pupil transmission through undertaking learning activities;	<ul style="list-style-type: none"> a) Children to be taught safe distancing and any new evacuation procedures on first day; b) Learning stations to be set up by staff with 2m distancing applied; 	U	M	Moderate

	c) Procedures to be taught to children every day. Evacuation practised.				
5.3	Risk of transmission through use of shared spaces/equipment [i]	a) Cleaners to clean all areas used daily including all handles; b) Toilet areas cleaned with increased frequency during the day; c) Fixed play equipment out of bounds and taped off; Clean laptops and equipment after use. d) Equipment cleaned in Milton after activities. Intricate equipment with multiple pieces (e.g. jigsaws) not in use e) Deep clean of classrooms on Wednesdays. f) Children to be provided with their own resource packs such as individual pots of playdoh, rolling pin, cutters, playdoh mats g) Limit number of children at an activity for example 1 child at a time at the painting easel – brushes cleaned immediately after use h) Small selection of books that will be wiped and quarantined for a week after use	U	M	Moderate
5.4	Risk of transmission through staff working with too many children;	a) Staff to be allocated to a class unit or 'bubble' and stay with that unit for the two days they are in school; b) SLT also to be on rota – group 'A' or group 'B'	U	M	Moderate
5.5	Risk of transmission through classroom furniture	a) All soft furnishings have been removed from the nursery b) Chairs / tables regularly wiped throughout the day	U	M	Moderate
5.6	Risk of transmission on pupil clothing	a) Uniform required for those children attending; b) Letter to parents re personal hygiene and importance at this time of daily washing/changing of clothes; c) No toys allowed from home (continuation of standard PAT policy)	U	M	Moderate
5.7	Risk transmission between admin staff whilst undertaking duties	a) Move desks apart if required; b) Work at home when not on rota – only 50% of staff on site	U	M	Moderate
5.8	Risk of staff to staff transmission in staffroom	a) Staff visit staff room on breaks – set times only to make drink or collect food. Eat in classroom or outside classroom; b) Staffroom chairs either removed or signage placed on chairs that they are out of use and that staff are not to sit in staffroom;	VU	M	Acceptable
5.9	Risk of transmission from/to sports coaches or contractors	a) This risk assessment and associated training presentation will be shared with contractors who will be required to undertake	U	M	Moderate

	their own risk assessments and pass these to SLT before resuming duties.			
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6. Classrooms					
6.1	Risk of social distancing not being observed in classrooms	a) Pupils need to be encouraged to remain 2m apart and have own work area with own work equipment (Gov guidance recognises that this is difficult for 3-4 y olds – parents aware in letter of invitation) b) No more than 13 children per group in nursery (likely to be subdivided still F/T and P/T based on staff availability) c) Early Years Educators should consider the opportunities for outdoor learning wherever possible;	L	M	Nursery Substantial (child to child particularly)
6.2	Risk of transmission associated with poor hand hygiene in class	a) Each room being used has direct access to toilets. Handwashing/sanitising station as pupils and staff enter the building b) Regular handwashing (in classroom sinks) to be observed throughout the day and: <ul style="list-style-type: none"> • Before and after lunch • After coughing or sneezing 	P	M	Moderate
6.3	Risk of transmission through repeated or shared use of tissues	a) Tissues and bin available – bins open so that no lid needs to be touched but emptied daily; b) Any sneezing brought to the attention of SLT	VU	M	Acceptable
6.4	No shared use of cups, fabric resources, musical instruments that are blown, etc.	a) In nursery all soft furnishings and toys have been removed from class. Cups are washed in dishwasher at 60 degrees. b) Limited resources available and wherever possible are provided exclusively to the child c) Intricate resources not to be used	VU	M	Acceptable
6.5	Risk of transmission from soft toys	a) All soft toys have been removed. Staff to be told this on training days where presentation will be based on this risk assessment.	VU	M	Acceptable
6.6	Inadequate ventilation in learning spaces leads to increased risk of transmission	a) Premises staff open all windows in the morning;	P	M	Moderate
6.7	Risk of transmission through touching door handles	a) Leave doors open to and/or avoid touching of handles	P	M	Moderate
7. Outside learning (not in use at present but will be used in an updated version if/when EYFS classes are back on site)					

7.1	Clear timetabling of outside space to ensure class units remain as one	a) Each group of children have their own outdoor learning space (3 areas available at the nursery)	U	M	Moderate
7.2	Outside learning to take place as often as possible	a) All 'bubbles' timetabled for outdoor learning	L	V	Moderate
7.3	No use of fixed outdoor play equipment	a) Once outdoor play equipment used washed down with disinfectant jet wash b) No fixed outdoor play equipment is available in 2 out of the 3 outdoor areas – prioritise use of LB play area and Sunshine play area			NA
7.4	No sharing of small outdoor equipment – only plastic and wipe/washable equipment to be used and this needs to be cleaned after each use	a) Not used b) Larger equipment such as bikes / trikes can be used and disinfected after use c) Large water tray filled with soapy water – accessed by 2 chn at a time	L	M	Substantial
7.5	Adverse weather conditions	a) Timetable use of outdoor learning space that is under the canopy – this is large enough to be split in to two if necessary and can be accessed from more than one entrance	L	V	Moderate
7.6	Any outside tables need to be cleaned after any use	b) Use disinfectant spray	U	M	Moderate
7.7	All to wash/sanitise hands when entering building after outside learning	a) Wash hands when entering school – supervised	U	M	Moderate
8. Movement around the school/ break times.					
8.1	Risk of transmission between 'bubbles;	a) Bubbles are taught in designated areas of the nursery in separate rooms b) Staggered entry and exit times.	U	M	Moderate
8.2	Risk of transmission between bubbles at playtimes	a) Not applicable	P	M	Moderate
8.3	Risk of transmission through shared use of toilets or meeting other children in toilets.	a) Each bubble has their own designated toilet area. b) Children to be supervised to and from the toilet c) Only 1 child allowed in the toilet block at any one time	U	M	Acceptable
9. Lunchtime and snack time					
9.1	Risk of transmission at lunchtimes	a) Only F/T children will be eating lunch on the premises – maximum of 10 in each bubble from the pre-determined target group b) Children to sit at a 2 meter distance when eating their lunch	U	M	Acceptable
9.2	Risk of transmission from packed lunch boxes	a) Food from home must be brought in a disposable bag b) All waste is disposed of after the children have finished eating	U	M	Moderate

9.3	Risk of transmission from shared water bottle or school drinking fountains	a) Children will be given regular “drink” breaks and will only use their designated cup b) No access to the classroom water machine	U	M	Moderate
9.4		a) Snacks will be prepared by staff and offered in individual bowls. Uneaten food to be disposed of immediately.			
10. Use of PPE					
10.1	Insufficient PPE for staff available (general classroom duties)	a) Both staff and children to be allowed to wear PPE (masks and gloves) if they wish to. Trust will endeavour to procure PPE but cannot reliably do so nor is it required to do so in government guidance; b) Staff and children to discard PPE worn on journey to school on entry and replace with new; c) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe d) Separate PPE/visors kept in office and used for first aiders	P	M	Moderate
10.2	Risk of transmission through contaminated used PPE	a) PPE disposed of carefully in yellow ‘hazmat’ bins and taken outside nightly	U	H	Moderate
10.3	Staff delivering first aid unaware of safe use of and disposal of PPE	a) Training of staff in use of PPE before children return to school;	U	H	Moderate
11. First Aid/ill child / toileting accidents					
11.1	First aiders risk transmission when dealing in the classroom with children who are unwell	a) Only first aiders qualified to ‘first aid at work’ or paediatric first aid’ level to deliver first aid. No class teachers or TAs with lower levels of certification/no certification to do this unless in an absolute emergency (i.e. staunching blood flow etc.) Identified first aiders present at all times.	U	H	Moderate
11.2	Risk of children who are ill passing the virus to others while they await collection.	a) Identify suitable room on each site – THNS library b) Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: <ul style="list-style-type: none"> • A door you can close; • A window you can open for ventilation; • A separate bathroom they can use (either attached to the room or nearby) 	U	M	Moderate

	<ul style="list-style-type: none"> c) Ensure that the first aid room is thoroughly cleaned when a child who is unwell leaves. Staff will need to use PPE to do this; d) No staff to enter the room apart from first aider/cleaner using PPE. 			
11.3 Risk of transmission to staff dealing with first aid incidents	<ul style="list-style-type: none"> a) A face shield should be used if there is any risk of a splash to the face from coughing spitting or vomiting. These will be procured by the Trust; b) Disposable glove must also be worn. These will be provided by the Trust; c) Shield has to be used for children when displaying symptoms d) Staff need to wash their hands thoroughly after contact with an ill child 	P	H	Substantial
11.4 Risk of transmission to staff dealing with minor toileting accidents	<ul style="list-style-type: none"> a) Child to be encouraged to remove their own items of clothing and place immediately in to a plastic carrier bag to go home-double wrap b) Child to be encouraged to clean themselves if possible – using baby wipes and to dress independently once clean c) Staff will need to wear PPE to supervise this d) Staff and child to wash hands afterwards e) Area to be cleaned immediately. 	P	L	Moderate
11.5 Risk of transmission to staff dealing with major toileting accidents	<ul style="list-style-type: none"> a) Child to be encouraged to remove their own items of clothing and place immediately in to a plastic carrier bag to go home-double wrap b) Staff will need to wear full PPE if child is unable to clean themselves d) Staff and child to wash hands afterwards e) Parent to be phoned to take child home f) Area to be cleaned immediately. 	P	H	Substantial
11.6 Risk of contagion to whole setting following a positive test for Covid-19.	<ul style="list-style-type: none"> a) There is a clear plan in place following any diagnosis of Covid-19 within school – this follows government guidance and is displayed in office; b) Following symptoms displayed by staff or pupils in the bubble all are sent home until test for covid-19 has been carried out. 	P	M	Moderate

NAME OF THE ASSESSOR: Jolyon Roberts (including best practice models from other schools and Trusts)
Edited by Jenette Indarsingh (to highlight areas of risk specific to THNS and nursery age children)

SIGNATURE OF THE ASSESSOR: -

Jolyon Roberts (also seen by Directors Richard Hill and Ian Patterson)

POSITION OF RESPONSIBLE PERSON: -Head of Nursery

Date of planned review: Initial document reviewed at SLT , edited document emailed to JR / LS 12/06/2020