



THNS Covid-19 risk assessment January 2022

		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:		5th January 2022 (Changes from previous version highlighted in yellow)		
Who is at risk:		Staff, pupils, contractors, visitors		
<p>This risk assessment has been completed by the Head of Nursery. It is the responsibility of each individual member of staff to adhere to this risk assessment.</p> <p>The risk assessment is a "live" document and will be reviewed and adjusted as and when necessary.</p>				
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	<p>a) Ongoing monitoring tells us that the majority of staff within THNS are now double vaccinated. Vaccination is the best way to protect yourself against infection and the DfE encourages all school staff to get vaccinated;</p> <p>b) Given that we have maintained staffing through some difficult weeks and did not have to send children home for lack of staff we have confidence that we will be able to maintain adequate staffing;</p> <p>c) Please note the following advice contained in the DfE operational guidance <i>'Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</i></p> <p><i>i. they are fully vaccinated</i></p> <p><i>ii. they are below the age of 18 years and 6 months</i></p>	U	VL	Acceptable

	<p><i>iii. they have taken part in or are currently part of an approved COVID-19 vaccine trial</i></p> <p><i>iv. they are not able to get vaccinated for medical reasons.'</i></p>			
<p>1.2 There is too much contact with others increasing risk of transmission</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p>	<p>a) 'Bubbles' are no longer to be used on DfE advice – see link in left hand column;</p> <p>b) Children will still generally be with the same staff, as in any normal school year, but movement between classes is now allowed. Staff should take due precautions – i.e. PPE and distancing if they judge this to be an issue;</p> <p>c) THNS will make arrangements as they see fit to minimise large gatherings or too many children in close proximity – for instance it is not expected that we will have all children seated in one area at one time</p> <p><i>Gov guidance states "Early years settings are not required to keep children in small, consistent groups within settings- they can have normal group sizes"</i></p>	P	M	Moderate
<p>1.3 Needs of children with specific needs/care cannot be met</p>	<p>a) Risk assessment for individual pupils undertaken if required. (pupils with medical needs, who are shielding adults in their home, those who normally have 1:1 etc.)</p> <p>b) These children will be contacted by HoS/SENCo and may not be able to start provision until risk of transmission reduces</p>	P	L	Acceptable
<p>1.4 Inadequate training for new arrangements</p>	<p>a) Changes to the existing Risk Assessment (RA) will be shared with staff in the INSET days – 4th January 2022 Staff will be expected to read the new RA (v14) and confirm that they have done so by signing a register</p> <p>b) Where there is a need to meet in person (e.g. staff meetings) social distancing will maintained by the use of bigger spaces – e.g. meeting in nursery room</p>	VU	VL	Acceptable
<p>1.5 Notion of "core hours" causes staff to be exposed to others for longer than is necessary each day</p>	<p>a) National guidance is that with vaccinations risk have now decreased therefore normal working hours apply again from 1st September 2021</p>	U	VL	Acceptable
2. Vulnerable staff¹				

2.1 Risk to staff who are clinically extremely vulnerable (must be in receipt of CEV letter from NHS)	2.2 As children have returned to face to face teaching all staff, including CEV staff, should now attend their normal place of work as they cannot work from home; 2.3 These staff should use their own judgement as to how at risk they feel and if necessary discuss this with their HoS. Mitigation may include keeping at a distance from children and using the PPE which is provided by THNS;	P	M	Moderate
2.2 Risk to staff who are pregnant	a) Staff who are pregnant should make the HoN aware of their condition at the earliest opportunity. HoN will consult with Croydon HR officer before completing an individual risk assessment with these members of staff.	P	M	Moderate
2.3 Staff showing symptoms of the virus whilst at work	a) All staff should complete their Lateral Flow Device (LFD) testing on Sunday and Wednesday evenings and should immediately contact the HoN if they have a positive result; b) If staff feel unwell at any point while working onsite they should make themselves known to HoN at the earliest opportunity and then should go home; c) These staff should arrange for a PCR test to be completed d) https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ e) HoN at school to stay in touch with staff member and ensure they have completed a test f) If positive case confirmed – HoN to contact LA and follow their guidance to contain any outbreak g) HoN to report to Ofsted if a positive case is confirmed	P	H	Substantial
2.4 Risk to those in other groups who may be at a statistically higher risk of complications from virus (2)	a) Working arrangements for all to be discussed with HoN 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 as required; c) PPE is available for staff including face shields where these are requested.	U	M	Moderate
2.4 Vulnerable staff and children returning to school are put at risk by staff not adhering to PHE guidance outside school	a) The THNS staff code of conduct has been updated to reflect the requirement for Pegasus employees and our contractors to adhere to PHE guidance outside school; b) THNS strongly encourages its staff to take advantage of vaccination when offered it according to the Joint Committee on Vaccination and Immunisation (JCVI) schedule			
3. Risk of increased transmission of virus due to journeys to and from school				
3.1 Risk to staff and pupils on public transport	a) Staff and pupils to travel on foot, bicycle, motorcycle or own car wherever possible;	P	M	Moderate

	<p>b) News items on the website will encourage families to travel on foot etc. and take precautions if using public transport;</p> <p>c) Likelihood of harm depends on prevailing infection rates in London.</p> <p>d) If an issue emerges with [a] staff should speak to SLT about varying times to come into work outside of rush hour.</p>				
3.2	<p>Danger of parent to parent transmission in the outdoor learning space at drop off and pick up times</p>	<p>a) Encourage families to designate a single adult for the drop off with no elder/younger siblings on the school run if possible;</p> <p>b) Children go straight into class and do not play with others in the school outdoor learning space</p> <p>c) Pick up is now all done at the same time</p> <p>d) Staff outside should remind parents to make drop off and pick up a brisk arrangement and to discourage chatting</p> <p>e) Staff should wear PPE at drop off and pick up and should talk to parents and carers outside</p> <p>f) Parents should continue to wear masks when communicating with staff</p> <p>f) Continue to share risk assessments with parents via website.</p>			
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	<p>Risk of transmission as parents and children converge</p>	<p>a) Increased number of entrances to be used to minimise contact between small class groups Nursery class using entrance on Nursery Road Pre-nursery using main entrance</p> <p>b) Staff may wear PPE when welcoming children in to the setting at the beginning of each session and as the children leave at the end of each session.</p> <p>c) Share this risk assessment with parents via the website</p>	U	VL	Acceptable
4.2	<p>Risk of transmission as parents and children meet other groups at drop off / collection times</p>	<p>a) Families to designate a single adult for the drop off with no elder/younger siblings on the school run if possible;</p> <p>b) No parents/carers/siblings to enter building unless it is an emergency ie an accident, when only one member of the family will be allowed to enter</p> <p>c) Staff will remind parents that drop off / collection should be a brisk arrangement and to discourage chatting</p>	U	VL	Acceptable
4.3	<p>Risk of person to person (including children) transmission of virus on hands</p>	<p>a) All pupils and staff to sanitise/wash hands on arrival</p> <p>b) Supervised washing of hands. Use of hand soap</p> <ul style="list-style-type: none"> • When they arrive at THNS • When they return from breaks • Before and after eating • After using the bathroom 	U	M	Moderate

4.4	Risk of person to person (including children) transmission of virus through air	<p>a) The “catch it, bin it, kill it” approach continues to be very important – dispose of tissues immediately in disposable rubbish bags and immediately clean hands with soap and water or use hand sanitiser – support young children to do this</p> <p>b) Setting has good levels of tissues available and rubbish bins for disposal</p> <p>c) Adults to social distance from each other at all times, maintaining a 2m distance</p>	P	H	Substantial
4.5	Risk of transmission for bags or pencil cases etc. brought from home	<p>a) No resources / toys to be brought from home.</p> <p>b) Spare clothes to be in a 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.</p>	U	M	Moderate
4.6	Risk of transmission from contractors or visitors to pupils or teaching staff	<p>a) Regular statutory contracts will continue – sanitise hands on arrival</p> <p>b) School offices now reopened with screening in place. Staff who work in school offices may use the PPE provided by the THNS if they wish to do so.</p>	VU	M	Acceptable
4.7	Risk of transmission from visitors/parents to school office staff	<p>a) School offices now reopened. Staff who work in school offices may use the PPE provided by the THNS if they wish to do so.</p>	VU	M	Acceptable
4.8	Child entering / attending the Nursery appears to be unwell	<p>a) If a child appears to be unwell as the parent/carer drops them at school they will be immediately asked to take the child home</p> <p>b) Letter to parent states that any child that is unwell should not attend the nursery – this includes any typical non-COVID related symptoms</p> <p>c) If a child appears unwell within the nursery session parent/carer should be phoned immediately to collect – child taken to HoN office / main office where they will be looked after until collected:</p> <ul style="list-style-type: none"> • Full PPE must be worn when supervising the child • Area around child to be fully cleaned once they have left the premises 	L	H	Substantial
5. Risk of transmission through activities on site					
5.1	Risk of transmission from/to staff through proximity in school	<p>a) Our staffrooms is in use although further spaces where staff may eat and drink with wider social distancing (e.g. outside or in other rooms) are available throughout the Trust. Please consult your HoN if in doubt.</p> <p>b) Shared offices continue to be used and CO2 monitors will be installed. As per union advice staff working in these rooms should seek to increase in ventilation if CO2 levels exceed 800ppm. At 1500ppm an alarm will sound and staff should “flush” the room with fresh air.</p>	P	M	Acceptable

	c) When PPA room is in use - max number of adults should still allow for social distancing of 1m				
5.2	Risk of pupils to pupil transmission through undertaking fire evacuation	a) Children to be taught safe distancing and any new evacuation procedures on first day; 2 fire assembly points in place – nursery children to assemble around large sandpit area - pre-nursery assemble point is by mud kitchen	U	M	Moderate
5.3	Risk of transmission through use of shared spaces/equipment	a) Enhanced cleaning still in place - cleaners to clean all areas used at least daily including all handles; b) Toilet areas cleaned with increased frequency during the day;	U	M	Moderate
5.4	Risk of transmission on pupil clothing	a) Letter to parents re personal hygiene and importance at this time of daily washing/changing of clothes; a) No toys/books etc allowed from home (continuation of standard THNS policy)	U	M	Moderate
5.5	Risk transmission between admin staff whilst undertaking duties	a) N/A as only one member of admin staff	U	M	Moderate
5.6	Risk of transmission by those THNS staff who occasionally work across bubbles	a) 2 members of staff will have to work across bubbles to cover room leader planning release time on a weekly basis for no more than three hours.	P	M	Moderate

6. Classrooms

6.1	Risk of transmission associated with poor hand hygiene in class	a) 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
6.2	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 HoN / OM who will follow up with a phone call home to the parent for collection	VU	M	Acceptable
6.3	No shared use of cups, fabric resources, musical instruments that are blown, etc.	a) Used plastic cups are washed in dishwasher at 60 degrees, removed from nursery as soon as used. b) Classroom based resources, such as books, pencils and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces.	VU	M	Acceptable

	d) Resources with multiple small parts (e.g. Duplo and polygon in EYFS) will be sanitised at the end of each session.			
6.4 Inadequate ventilation in learning spaces leads to increased risk of transmission https://english.elpais.com/society/2020-10-28/a-room-a-bar-and-a-class-how-the-coronavirus-is-spread-through-the-air.html https://www.bbc.co.uk/news/education-58243238 A practical guide to CO2 monitors. (CO2 monitors in classrooms 2) - YouTube	a) Learning spaces remain well ventilated. This is now key to keeping infections within THNS at a low level and has been a successful strategy for us. The nature of our early years provision means that doors are constantly open as children are free to choose indoor or outdoor learning. b) Premises staff will open all windows in the morning c) All schools have CO2 monitors and staff should pay due attention to these - see YouTube video in left hand column d) When the CO2 monitors reach 1500ppm an alarm will sound and staff should organise a 'flush' of the air in the room at this point by opening windows or doors. High level windows are the best to open to improve CO2 levels e) If there are any rooms identified as having levels of CO2 consistently above 800ppm then THNS will consider providing supplemental ventilation, such as a HEPA filtration unit f) Children given dispensation to wear coats in class if required; g) THNS fleeces issued to new staff; h) If too cold to have windows open a regular fresh air 'flush' is organised in classes	P	M	Moderate
6.5 Risk of transmission through touching door handles	a) Leave doors open to and/or avoid touching of handles except those that are required to be shut for security purposes	VU	M	Acceptable
6.6 Risk of transmission from reading books	a) School reading books to go home in EYFS can proceed as normal.	VU	M	Acceptable
7. Outside learning				
7.1 Risk of pre-nursery / nursery mixing during outside learning	a) Each "year group" has it's own outdoor learning space	VU	M	Acceptable
7.2 Outside learning to take place as often as possible	a) Outdoor learning is planned for on a daily basis as per the EYFS curriculum	VU	VL	Acceptable
7.3 Use of fixed outdoor play equipment	a) Outdoor play equipment to be sprayed between sessions	VU	VL	Acceptable
7.4 Sharing of small outdoor equipment – only plastic and wipe/washable equipment to be used and	a) Larger equipment such as bikes / trikes can be used and wash with soapy water / disinfected after use	VU	VL	Acceptable

	this needs to be cleaned after each use				
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	VU	VL	Acceptable
7.6	Any outside tables need to be cleaned after any use	a) Use disinfectant spray	VU	VL	Acceptable
7.7	All to sanitise hands when entering building after outside learning	a) Sanitise hands when entering school – supervised	VU	VL	Acceptable
8. Movement around the school/ break times.					
8.1	Risk of transmission between classes	a) Classes are taught in designated areas of the nursery in separate rooms b) Classes have their own entrance / exit for drop off / collection	VU	M	Acceptable
8.2	Risk of transmission between classes at playtimes	a) Not applicable as each class has own designated outdoor space	VU	M	Acceptable
8.3	Risk of transmission through shared use of toilets or meeting other children in toilets.	a) Each class has their own designated toilet area.	VU	M	Acceptable
9. Lunchtime and snack time					
9.1	Risk of transmission at lunchtimes	a) Only nursery aged children stay for lunch	VU	M	Acceptable
9.2	Risk of transmission from packed lunch boxes	a) All waste is disposed of after the children have finished eating	VU	M	Acceptable
9.3	Risk of transmission from shared water bottle or school drinking fountains	a) Children will be given regular “drink” breaks. b) Children will be supervised when drinking	VU	M	Acceptable
9.4	Risk of transmission during snack time.	a) Snacks will be prepared by staff and offered individually to each child. Uneaten food to be disposed of immediately. Area where children have eaten to be sanitised after use.	U	M	Acceptable
10. Use of PPE					
10.1	Use of PPE to avoid transmission Gov guidance <i>"The government is not recommending universal</i>	a) Staff to wear full PPE for all first aid / toileting accidents	P	M	Moderate

<p><i>use of face coverings in early years settings because the system of controls provides additional mitigating measures"</i></p>	<p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) pg 11</p>			
<p>10.2 Insufficient PPE for staff available (general classroom duties)</p>	<p>a) Staff will wear PPE in shared spaces as per above and may wear PPE in their classrooms if they wish to. THNS will endeavour to procure and maintain PPE stocks in our schools but it may not be possible to do so reliably (depending on availability) nor are we required to do so in government guidance</p> <p>b) 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</p> <p>c) Additional PPE/visors are kept in office for staff to use should their personal visor need replacing</p>	<p>P</p>	<p>M</p>	<p>Moderate</p>
<p>10.3 Risk of transmission through contaminated used PPE</p>	<p>a) PPE disposed of carefully in yellow 'hazmat' bins and taken outside nightly</p>	<p>U</p>	<p>H</p>	<p>Moderate</p>
<p>10.4 Staff delivering first aid unaware of safe use of and disposal of PPE</p>	<p>a) Training of staff in use of PPE before children return to school (completed prior to re-opening June 2010)</p>	<p>U</p>	<p>H</p>	<p>Moderate</p>
<p>11. First Aid/ ill child / toileting accidents</p>				
<p>11.1 First aiders risk transmission when dealing in the classroom with children who are unwell</p>	<p>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.</p>	<p>U</p>	<p>H</p>	<p>Moderate</p>
<p>11.2 Risk of children who are ill passing the virus to others while they await collection.</p>	<p>a) Identify suitable room on each site – THNS HoN office</p> <p>b) Identify a room that sick pupils can be kept in until parents come to collect them, ideally with:</p> <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) <p>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;</p>	<p>U</p>	<p>M</p>	<p>Moderate</p>

	d) No staff to enter the room apart from first aider/cleaner using PPE. e) Siblings of children should go home with them			
11.3 Risk of transmission to staff dealing with first aid incidents	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 THNS b) Disposable gloves must also be worn. These will be provided by THNS 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	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	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 c) Staff and child to wash hands afterwards d) Parent to be phoned to take child home e) Area to be cleaned immediately.	P	H	Substantial
12. Staff with symptoms of COVID - 19				
12.1 Risk of staff attending work with symptoms and infecting other staff and children	a) All staff should call their Head of School for a discussion prior to attending school if they have concerns or are displaying any symptoms of COVID-19 b) Staff who are vaccinated do not need to self isolate if someone in their household tests positive for COVID-19. However, they should take an LFT each day before attending work and should IMMEDIATELY speak to their Head of School if they begin to feel any symptoms.	P	M	Moderate
NAME OF THE ASSESSOR: Jenette Indarsingh (including best practice model from Pegasus Academy Trust)				
SIGNATURE OF THE ASSESSOR: -  Jenette Indarsingh				
POSITION OF RESPONSIBLE PERSON: -Head of Nursery				
Date of planned review: Reviewed at SLT				