

ST GREGORYS CHILDCARE TRUST

COVID-19 RISK ASSESSMENT

Childcare employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance.

This risk assessment will supplement any existing risk assessments that are used across the childcare trust

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, trustees, and representatives from Gloucestershire Local Authority.

The risk assessment will be reviewed on a weekly basis and will be updated following any further [government guidance](#).



Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Section.1a: Preparation of the school site		
Health and safety non-compliance	<ul style="list-style-type: none"> • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.) • Ensuring emergency response is up-to-date should the school be forced to close 	Full run through in writing and email
Spread of infection	<ul style="list-style-type: none"> • Spaces are well ventilated using natural ventilation (opening windows) • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors) 	
	<ul style="list-style-type: none"> • Entry points to school controlled (including deliveries). • Building access rules clearly communicated through signage on entrances • Limit visitors by exception (e.g. for priority contractors, emergencies etc.) 	
	<ul style="list-style-type: none"> • Posters outside school and throughout school to indicate distancing rules 	
	<ul style="list-style-type: none"> • Sufficient handwashing facilities are available for all school users including additional facilities for children to use before entering school in the morning 	
	<ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers) 	
	<ul style="list-style-type: none"> • Staff will undertake additional cleaning and additional hours agreed to allow for this • List of areas of cleaning to be provided to staff • Remove rubbish daily and dispose of it safely 	

<p>Poor cleaning regimes leads to spread of infection</p>	<ul style="list-style-type: none"> • Thorough cleaning of rooms at the end and beginning of the day • Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches etc.) • Outdoor equipment appropriately cleaned between groups of children • Toys and play equipment appropriately cleaned between groups of children using it, and not shared with multiple groups <p>Daily cleaning Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Office desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Toys • Telephones 	<p>Shared with cleaning company and with trust staff</p>
<p>Contact and mixing of children and adults not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> • Separate spaces for each group clearly indicated in shared spaces modification of entrances to maintain social distancing (e.g. keeping glass screens closed) • Use barriers where necessary to further prevent groups mixing • In areas where queues may form ,staff will remind children of social distancing • Separate doors be used for different groups (to avoid crossing paths) • Groups do not mix to play sports or games together • The number of children in shared spaces (e.g. dining areas and internal and external facilities) for lunch and snack times and exercise is limited to specific group(s) who are kept separate • Children sit in allocated space in their own room for lunchtimes and snack times – adults will ensure social distancing and sit with their own key groups. 	<p>All staff informed of new routines</p> <p>Kitchen aware of expectations</p>

<p>Contact and mixing of children and adults at play and lunchtimes</p>	<ul style="list-style-type: none"> • Multiple groups do not use outdoor equipment simultaneously, each group will clean down equipment before changing location • Allocated staff remain with allocated groups 	
<p>Classrooms poorly organised leading to risk of spread of infection</p> <p>Larger numbers of pupils in an enclosed setting causes spread of infection</p> <p>Insufficient hand washing facilities increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Pre-school maximum of 30 children, nursery maximum 20 children per class with 1 adults per key group and 1 room leader per class. Children using breakfast club and afterschool will use the same space am and pm infants will use the pre-school room, foundation stage will use the nursery room and juniors will use the afterschool club room. • Class groups kept together throughout the day and do not mix with other groups • Regular inspection of classrooms and removal of any unnecessary items - soft furnishings, soft toys and toys that are hard to clean. All children asked not to ring unnecessary items in. • Bins for tissues provided and are emptied throughout the day and toilets checked regularly • Sufficient handwashing facilities are available and are stocked with soap and throw-away hand towels. All children wash hands prior to school entry in playground in morning • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Toys and play equipment appropriately cleaned between groups of children using it, and not shared with multiple groups 	<p>Inform families about what children should/should not bring to school.</p>
<p>Poor toileting regime increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Limiting the number of pupils who use the toilet facilities at one time. Toilets will be separated using portable hand washing station children using pre-school room will use the first two toilets and the portable handwashing station and the sink next to the toilets, nursery room will use the second two toilets and hand basins situated within the toilets, afterschool room will use infant toilets. • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing , hand washing song also displayed • Adult toilets to have antibacterial spray to spray over toilet when leaving cubicle. 	
<p>Office staff coming into direct contact with large numbers of people through entrance or foyer</p>	<ul style="list-style-type: none"> • Provision of PPE to office staff if applicable • Screens remain closed at office to protect employees • Hand sanitiser provided at all entrances • Visitors do not sign in with the same pen or touch screen devices in reception • Fabric face masks to be provided to staff for travel to/from work or running errands on behalf of work, if required 	<p>School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary</p>

Section.1b: General Communication and Communication of risk		
Lack of awareness of policies and procedures leads to placing pupils and staff at risk	<ul style="list-style-type: none"> • Daily briefing to children on class room rules and measures with reminders before leaving rooms. • COVID-19 posters/ signage displayed • Communicate to parents on the preventative measures being taken • Regular communications to parents and carers via email • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security via email • Volunteers to be briefed and allowed on site on a case by case basis 	
Section.2: Close Contact & Illness Management		
Poor management of infectious diseases	<ul style="list-style-type: none"> • Where possible, use of designated area for close contact and illness management. Identify a room that sick children 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) • Procedures in place should someone become unwell whilst attending school Make sure staff in school know that they should: <ul style="list-style-type: none"> ○ Move pupils to medical room if they're sick ○ Wash their hands for 20 seconds after making contact with the ill pupil. ○ If showing symptoms of C-19, first aiders should wear PPE (provided), ring for child/adult to go home immediately, referred for test, all 'bubble group' (children and adults) to remain at home and await results of test. Positive, members of bubble remain at home for remaining 14 days, if negative, members return to school next working day. ○ If child is keyworker group, track contact into the groups they will have impacted: class bubble, keyworker bubble and consider possibility of class bubbles of other keyworkers too – repeat step above where necessary. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • PPE provision -children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way; 	<p>GCC NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.</p> <p>Staff expected to wear normal clothing that can be removed and washed at the end of each school day</p>

	<ul style="list-style-type: none"> • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, PPE will be used by the limited staff associated with this child • Staff providing close hands-on contact with children will need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces, clothes should be removed and washed at the end of each work day. • Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted: <ul style="list-style-type: none"> - washing hands or using hand sanitiser, before and after treating injured person; - wear gloves or cover hands when dealing with open wounds; - if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; - if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. - dispose of all waste safely - Employees who have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. 	
<p>Suspected case of COVID-19 not managed effectively which places others at risk</p> <p>Cleaning regime does not deep clean the suspected area and leads to further risk of re-infection</p>	<ul style="list-style-type: none"> • Make contact with relevant agencies e.g. PHE, Local Authority (,COVID-19 school related issues for 01452 426015 – will be answered as ‘In Year Admissions’ but staff are ready to advise re: Coronavirus - covidschoolenquiries@gloucestershire.gov.uk); NHS 111 - • Clean and disinfect surfaces the person has come into contact with, including: <ul style="list-style-type: none"> - Objects which are visibly contaminated with body fluids - All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) - When cleaning hard surfaces and sanitary fittings, use either: <ul style="list-style-type: none"> ○ Disposable cloths, or ○ Paper rolls and disposable mop heads - When cleaning and disinfecting, use either: <ul style="list-style-type: none"> ○ A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine ○ A household detergent, followed by a disinfectant with the same dilution as above ○ An alternative disinfectant, that’s effective against enveloped viruses • Make sure all cleaning staff: 	

	<ul style="list-style-type: none"> ○ Wear disposable gloves and apron ○ Wash their hands with soap and water once they remove their gloves and apron ● Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine ● Clean and disinfect anything used for transporting these items with standard cleaning products ● Launder any possibly contaminated items on the hottest temperature the fabric will tolerate ● If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning ● Dispose of any items that are heavily soiled or contaminated with body fluids. ● Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full ● Place these bags in a suitable and secure place away from children and mark them for storage ● Wait until you know the test results to take the waste out of storage <ul style="list-style-type: none"> - If the individual tests negative, put the bags in with the normal waste - If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. - If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your: <ul style="list-style-type: none"> ○ Local waste collection authority (if they currently collect your waste) ○ Or, by a specialist clinical waste contractor 	
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Section.3: Employees

<p>Poor mental health leads to increased rates of staff absence</p>	<ul style="list-style-type: none"> ● Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email ● Shielding staff will be able to check in weekly by telephone or email ● Consider how workload can be eased slightly in shorter term to enable work home balance given that daily tasks are more time consuming and we're also considering wellbeing of wider range of family/friends 	<p>Principles for staff</p> <ul style="list-style-type: none"> ● Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible ● Clean your hands more often than usual - with running water and soap and dry them thoroughly or use
<p>Exposing staff to virus</p>	<ul style="list-style-type: none"> ● Assess how many employees are needed in school and identify those that can remain working from home ● See social distancing/no mixing criteria above 	
<p>Risk to vulnerable employees</p>	<ul style="list-style-type: none"> ● Vulnerable employees ('clinically extremely vulnerable' to coronavirus) identified and told not to attend school if shielding and conversations with 'vulnerable' staff 	

	<ul style="list-style-type: none"> • Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity • Where necessary individual risk assessments for employees at special risk (take account of medical advice) 	<p>alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p> <ul style="list-style-type: none"> • Use the 'catch it, bin it, kill it' approach • Avoid touching your mouth, nose and eyes • Clean frequently touched surfaces often using standard products, such as detergents and bleach • Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important) – favour shoulder to shoulder support where closer feedback/contact is needed • Limit amount of unnecessary movement around classroom • Help your group of children to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating
Poor hygiene routines lead to increased risk of infection spreading between staff	<ul style="list-style-type: none"> • Frequent hand washing encouraged for adults (following guidance on hand cleaning) • Adults are encouraged not to touch their mouth, eyes and nose • Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Staff use allocated cup with name on it and are responsible for their own drink making and cleaning of cup 	
Ratios increases risk of spreading of infection	<ul style="list-style-type: none"> • Adult: child ratio – Smaller class groups identified • If shortage of leaders, allocate senior assistant to lead a group, working under the direction of a room leader. • The same key persons(s) and other staff are assigned to each group and, as far as possible, these stay the same. 	
Social gatherings increases risk of virus spread	<ul style="list-style-type: none"> • The occupancy of office space is limited (see separate risk assessment). • Staff have allocated staff refuge area close to working space to discourage sharing of areas. • Staggered start and finish times for parents with one way system in place to collect and drop off children 	
Timetabling	<ul style="list-style-type: none"> • Reviewing timetables to decide which lessons or activities will be delivered on what days and allocating spaces to get out of the classroom as much as possible • Identify and plan lessons that could take place outdoors • Use the timetable to reduce movement around the trust premises • Planning break times (including lunch) as staggered, so that all children are not moving around the trust premises at the same time. (see new routine) • Different drop off and pick up times for parents 	
Vulnerability of pupils not in school	<ul style="list-style-type: none"> • Remote education is continuing as much as possible to limit numbers attending school 	

		<p>your classrooms displays with posters</p> <ul style="list-style-type: none"> • Keep your classroom door and windows open if possible for air flow • Limit the number of children from your group using the toilet at any one time • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms
Section.4: children		
children spreading virus	<ul style="list-style-type: none"> • Safe distancing or 1 plus metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk 	<p>e-Bug has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene • Microbe mania
Hand hygiene not being followed	<ul style="list-style-type: none"> • Young children encouraged to learn and practise good hygiene habits through games, songs and repetition • Frequent hand washing encouraged for children (following guidance on hand cleaning) • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing • Staff help is available for pupils who have trouble cleaning their hands independently. • Children are encouraged not to touch their mouth, eyes and nose • children encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	
Vulnerable pupils	<ul style="list-style-type: none"> • Regular contact with vulnerable pupils • Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home • Risk assessment of vulnerable pupils - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance 	

	<ul style="list-style-type: none"> Review EHCPs where required 	
Pupil Behaviour	<ul style="list-style-type: none"> Review behaviour policies to consider how children are not following distancing rules will be managed 	
Section.5: Parents		
	<ul style="list-style-type: none"> Parents' drop-off and pick-up protocols to minimise contact School start times staggered so class groups arrive at different times Communicate to parents on the preventative measures being taken Parents informed only one parent to accompany child to school Made clear to parents that they cannot gather at entrance gates or doors. Parents and pupils encouraged to walk, scoot or cycle where possible – additional cycle storage available Encourage parents to phone school and make telephone appointments if they wish to discuss their child Discourage parents and pupils from bringing in toys and other play items from home. 	Information shared with parents via email and risk assessment

Date of review: 19th May 2020

Date of second review: 07 July 2020

Date of third review:

Name Childcare Manager : Denise Arnold

Name of Chair of Trustees: Judith Lorman

Signature:

Signature:

Changes arising from on-going risk assessment review

Issue arising	Action taken	Date
