

Higham Ferrers Nursery and Infant COVID-19 Risk Assessment Plan

To aid with the identification of risk and the subsequent planning to mitigate against these risks following the Government directive to re-open to all
September 2021 (Updated 21/1/2022)

Risk: Transmission Through Contact	Who	Measures taken:	Status/RAG Rating
To create strategies for minimising risk in school	All staff	<ul style="list-style-type: none"> Children to wash hands on entry to school Hand and nose hygiene to be the norm, sneezes in crook of arm, tissues used and binned, hand gel used regularly when children sneeze or cough Shared areas to be cleaned by staff prior to or just after lunch Staff to wear face masks when moving around school if they wish Staff to wear face masks when meeting and greeting parents if they wish Staff and pupils should not come into school if they have symptoms or had a positive test result or have been contacted by Track& Trace All staff to follow public health advice on when to self-isolate and what to do Anyone with symptoms should be sent home straight away and should follow PHE advice Staff should continue to carry out twice weekly LFT's (until advised not to) Staff must adhere to the NHS Track&Trace As much as possible all staff to be double vaccinated. A list of those who are not, along with a list of clinically vulnerable staff, to be held with the Headteacher for use in case of an outbreak in school. 	
To create strategies for minimising risk in school	HT	<ul style="list-style-type: none"> If the number of children plus adults with Covid in any given class reaches more than 5 within the space of a few days then the class will be shut for a short 48 hour fire break and all children asked to carry out daily LFT's If an outbreak appears in a year group then staff may be asked to wear masks and LFT more regularly 	
To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.	SLT All staff	<ul style="list-style-type: none"> Some supplies are stored centrally in unisex toilets by the Reception classes and can be accessed by all staff members as and where required in exceptional circumstances 	

		<ul style="list-style-type: none"> • Cleaning products to be stored locked in the site supervisors office. SBM to be notified if classroom supply is running low. • Positive relationships (Behaviour) policy (reviewed 12/07/2021) • Parents and Carers behaviour policy (reviewed 12/07/2021) • See Challenging children risk assessment (written 23/02/2021) 	
To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs	SLT All staff	<ul style="list-style-type: none"> • Supplies are stored centrally and in unisex staff toilet near the Reception classes and can be accessed by all staff members as and where required in exceptional circumstances • Staff to wear appropriate masks etc is having to wipe and clean a child • All staff to have instructions re putting on and taking off PPE appropriately – charts on walls in appropriate areas • See Intimate care risk assessment (updated 23/02/2021) 	
To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes	SLT All staff	<ul style="list-style-type: none"> • Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances • Face shields for all staff who wish to wear them • All staff to have instructions re putting on and taking off PPE appropriately – charts on walls in appropriate areas 	
To establish procedures to ensure good ventilation and regular hand washing in accordance with guidelines	All Office staff	<ul style="list-style-type: none"> • All classrooms to have a window open during the school day • Staffroom windows to be open when the room is in use • Hall windows and door to be open when assemblies and lunch is taking place • Office staff assigned to refill soap dispensers and anti-bac gel throughout the day if needed (office staff to be shown where to access items and how to unlock dispensers) • Children encouraged to wash hands (gel if necessary) when entering school; after coughing or sneezing; after using the toilet; before and after handling food and regularly during the school day • Catch it, bin it , kill it routine for tissues to be prioritised across the school • Strick protocols to be followed for all staff – see back to school action plan for all staff updated 12/07/2021 	
To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19	Nominated first aider Office staff	<ul style="list-style-type: none"> • Children to be taken to outside the HT's office and given a face mask and sit on a plastic chair. • Ares to be deep cleaned after 	
Deliveries	Office and site staff	<ul style="list-style-type: none"> • All delivers as normal • Office staff to wear face masks when accepting deliveries if they feel more comfortable doing so • Items to be wiped down before opening as necessary 	

Contractors/visitors on site	Site staff SBM SLT	<ul style="list-style-type: none"> All school hygiene protocols will be followed (mask if appropriate, hand gel) Visitors into school (parents/ed psyc/ trainers/speech and language etc) will be asked to take a lateral flow test prior to entering the school following latest government guidance, as well as follow all safety protocols and wear masks. Parental tours to re-start. Parents to be shown round in small groups and asked not to touch surfaces and to wear masks. Parent workshops to take place in the hall – hall to be well ventilated (back door and window open). Parents to be seated 2 meters away from staff presenting. Staff presenting to do so (as much as possible) from the side of the room) 	
To reduce transmission beyond the school	All staff	<ul style="list-style-type: none"> Actively participate in the lateral flow testing (Sunday nights and Wednesday nights) Encourage all staff to be fully vaccinated to reduce transition risk Actively participate in the track and trace Government initiative All parents sent out information about this (3/09/2021) and in regular updates via newsletters Information added to the school website Copies up in the staffrooms 	
Risk: Staff and Pupil Attendance			
Identify staffing levels to ensure classes are adequately covered in case of an outbreak		<ul style="list-style-type: none"> All unvaccinated /not fully vaccinated staff to ensure the Headteacher is aware Contingency plan has been developed to cover staff absence/sickness See outbreak management plan for further details 	
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation		<ul style="list-style-type: none"> Staff meeting held All staff sent out RA's and protocols to read and add to week beginning 01/09/2021 prior to start of new term. Updated RA's and protocols given out week beginning 14/07/2021 Access to well-being and mental Health support communicated and shared with staff (ongoing) 	
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> Parent letter written re starting back in September (3/09/2021) Details provided of safeguarding measures in place to mitigate risk of infection (on website updated 3/09/2021) Clear expectations for parents have been shared new homes-school agreement, additions to Behaviour policies (Children and Parents) all sent out as above and on website 	

Process for collecting a child due to illness or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> Guidance for collection has been established and shared with parents via email (4/09/2021) 	
Risk: Maintaining Cleanliness			
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> Follow government guidelines as follows: Checklist of cleaning has been created and is used to ensure that all frequently areas are cleaned twice a day, once by cleaning staff and lunch time by support staff/teaching staff. Frequently used classroom resources to be cleaned regularly. Every class to have a stock of hand towels, paper towels and an anti-bacterial spray plus hand gel. 	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> Where used by different groups of children, sanitiser is used by staff to wipe down items regularly See Back to work action plan as above 	
Risk: Safeguarding			
<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> At risk of exclusion In need of early help Have additional needs such as behaviour, sensory impairment etc. Exhibiting mental health and well-being issues In need of bereavement counselling Meeting the social care thresholds 	DSL Headteacher SENCo	<ul style="list-style-type: none"> Pupils have been identified (week beginning 1/09/2020) Action plan in place to ensure increased needs are addressed (on going) 	
Home learning established in case of an area or school closure	All staff governors	<ul style="list-style-type: none"> System in place set up December 2020 Parents identified who do not have devices other than phones at home (September 2021) All parents have email access for letters – established June 2020 redone September 2021 School website regularly updated. 	

Low risk medium risk(orange!) high risk