

SCHOOL RETURN - COVID-19 (EYFS) Lockdown

Millfields Nursery School Community services

January 21

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What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Arriving to school Infection Control	Staff Children Others	<ul style="list-style-type: none"> • A one-way system will be enforced when parents bring children to school and collect them. • Parents/carers to wear face coverings when bringing and collecting • 2 metre rule to be enforced while they are waiting for staff to receive their children Staff member who is outside enforcing the rules should wear a face covering. Staggered entry and exit times in place and parents informed of these • 			1. 2. 3.
Staff receiving child from Parent Infection Control	Ill Health Staff Children Others	<ul style="list-style-type: none"> • Staff receiving children to wear a face covering. • Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise children) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) 			1. 2. 3.

		<ul style="list-style-type: none"> • Children will leave parents, at the steps children will go to member of staff have hand sanitiser applied and go to their adult • 			
EYFS room organisation Infection Control	Coronavirus Symptoms Staff Children Others	<ul style="list-style-type: none"> • The activities must be set up as far away from each other as much as possible. • EYFS to try and maintain a 2-metre rule between each activity and where possible minimise the amount of children in one activity area. • Tissues available on each table and encourage children to use when coughing or sneezing and they must go into a bin after one use. • Family groups to stay together in one area- no free flow between areas- keep space between family groups. Use all the space available to spread the groups apart as much as possible. • Use of outdoors where possible forest school and outdoor area 			1. 2. 3.
Story Time Infection Control	Lack of infection control Staff Children Others	<ul style="list-style-type: none"> • EYFS staff to be seated on a chair and children sitting on the floor. • Where possible try and ensure children are spaced out from each other as much as possible. • Consider placing circle mats on floor for children to sit on. 			1. 2. 3.
Children requiring using the toilet Infection Control	Lack of infection control Staff Children Others	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible accompany them to ensure this is carried out. 			1. 2. 3.

		<ul style="list-style-type: none"> • Additional staff member will ensure no more than two children at a time are in the toilets • Ensure thorough cleaning of toilets 			
Free time (free flow) Infection Control	Lack of Infection Control Staff Children Others	<ul style="list-style-type: none"> • Children informed again of the importance of social distancing whilst outside. • Look at providing activities which can abide by the rules or minimising the amount of children in one area. • Supervising staff must keep a 2 metre distance from each other as reasonably practicable. 			1. 2. 3.
Intimate Care Changing nappies or clothes	Lack of Infection Control Staff	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: Wear Gloves Wear an apron • Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves and masks are removed • Record all intimate care carried out. 			
Break Times – Staff Room Infection Control	Lack of Infection Control Staff Children Others	<ul style="list-style-type: none"> • Staff must sit at least 2 metres apart from each other • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils 			1. 2. 3.
Play areas Infection Control	Lack of Infection control Staff Children	<ul style="list-style-type: none"> • Whilst children are outside or there is a break between morning and afternoon sessions, clean tables, equipment and door handle with a mild disinfectant or disinfectant spray. 	- All resources cleaned after the session		1. 2. 3.

	Others	<ul style="list-style-type: none"> Wear gloves whilst carrying out this task and wash hands after cleaning. <ul style="list-style-type: none"> Resources will be minimised to allow for these to be sanitised after each group/bubble has used them. All resources will be sanitised after use including outdoor toys. 	- Limited resources available		
Refreshments for children Infection Control	Lack of Infection control Staff Children Others	<ul style="list-style-type: none"> Children will sit in small groups and where possible sitting at least 2 metres apart (consider placing dots/circles on the floor) Wear gloves when preparing any fruit or toast Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drinks. When clearing up ensure gloves are worn when picking up / disposing of leftover food. Wash all utensils in hot soapy water/dishwasher 	No children to bring own bottles Use of school cups for drinks and then put in the dishwasher Children have whole pieces of fruit they hold themselves and not cut up – staff wearing gloves hand out the fruit- children not to pick out pieces from a larger group due to risk of infection		1. 2. 3.
First Aid – minor treatment Infection Control	Infection Control Staff Children Others	<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if needed when dealing with injuries. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact 			1. 2. 3.
First Aid – Life threatening	First Aid Procedures	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. 			1. 2.

Infection Control	Staff Children Others	<ul style="list-style-type: none"> • Wear face covering and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands after contact 			3.
First Aid & Medication Infection Control	Infection Control Staff Children Others	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. • Where any medications are administered try and encourage the children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 			1. 2. 3.
Children who are upset Infection Control	Safety issues Staff Children Others	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering. • Wash hands after contact Children who require comforting will be comforted by a member of staff • Assigned bins for tissues 			1. 2. 3.
Children with behavioural issues	Safety issues Staff Children	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations 			1. 2.

Infection Control	Others	<ul style="list-style-type: none"> • Where possible allow child to be in a room on their own or outside • If team teach techniques are required, it is advised face coverings and gloves are worn. • PPE available around the setting to access quickly when need arises 			3.
Children leaving at the end of the school day. Infection Control	Inadequate control measures Staff Children Others	<ul style="list-style-type: none"> • One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. • Children released when Parent is next in queue and child will be fetched from room. • Children to be hand sanitised on exit • Children called as parent approaches to be handed over, once child and parent have moved on next parent to come forward 			1. 2. 3.
Parent wishing to talk to staff Infection Control	Safety issues Staff	<ul style="list-style-type: none"> • Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. • Parents will be discouraged in congregating around the school site. • Parents will not be allowed into nursery daily • Mitigating circumstances would require a meeting where social distancing and effective measures are taken • Only essential meetings to take place, whereby social distancing will be adhered to in a well ventilated room or outdoors • Avoid sharing of equipment, pens etc • 			

<p>Awareness of policies / procedures / Guidance Infection Control</p>	<p>Health & Safety Staff</p>	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Children are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 			
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<p>Poor hygiene practice</p>	<p>Infection Control Staff</p>	<p>Posters are displayed throughout the school reminding children, staff and visitors to wash their hands, e.g. before entering and leaving the school. Hand sanitiser in entrance and available throughout the school</p> <ul style="list-style-type: none"> • • Children, staff and visitors are expected to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Children may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Children are forbidden from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is 	<p>Additional sanitisers, gloves aprons et ordered</p>		<ol style="list-style-type: none"> 1.LE to chase up orders 2. 3.
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		sought from the Health Protection Team /Public Health England			
Ill health	Infection Control Staff Children Others	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any child or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if children's symptoms worsen. • The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and children who need to go home are appropriately cleaned 			

		<p>once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</p> <ul style="list-style-type: none"> • If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the child becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Infection Control Staff Children Other	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and children do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 			

		<ul style="list-style-type: none"> • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of children who are vulnerable to infections. • Any additional provisions for children who are vulnerable to infections are put in place by the headteacher, in liaison with the child's parents where necessary. 			
<p>Poor management of infectious diseases</p>	<p>Infection Control Staff Children Other</p>	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a child's symptoms to the Headteacher or SLT as soon as possible. . • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by children' parents when children return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • A nominated person monitors the cleaning standards of school cleaning contractors and 			

		discusses any additional measures required with regards to managing the spread of coronavirus.			
Lack of effective ventilation		<p>Doors and windows will be opened frequently to increase ventilation where possible</p> <ul style="list-style-type: none"> Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers 			
Lack of communication	Infection Control Children Staff Parents Others	<ul style="list-style-type: none"> The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff, children and parents adequately updated about any changes to infection control procedures as necessary. 			
Cleaning while school open	Infection Control Staff	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables, chairs and equipment used by staff and children ➤ Toilet flushes and regular cleaning of toilets. 			

		<ul style="list-style-type: none"> • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • Use of fogging machine • All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 			
Statutory Tests and Inspections	Unsafe equipment Staff Children	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place at all times. • In-house inspections should continue to ensure the school remains as safe as possible. • Prior to opening school will complete Walsall Councils statutory and best practice check 			
Contractors in school Infection Control	Unsafe equipment Staff Children	<ul style="list-style-type: none"> • Avoid any unnecessary visitors/contractors • If visitors are in school will follow guidelines ie wear a mask, gloves, hand gel • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. • School to ensure no children or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site. 			

		<ul style="list-style-type: none"> • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 			
Deliveries and collections	Courier Staff	<p>Minimising unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking</p> <ul style="list-style-type: none"> · Ordering larger quantities of inbound materials less often to reduce deliveries · Where possible and safe, having single employees load or unload vehicles · Where possible, using the same pairs of people for loads where more than one is needed · Enabling drivers to access welfare facilities when required, consistent with other guidance · · Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical · Regular cleaning of reusable delivery boxes <hr/> <ul style="list-style-type: none"> • 			

Emergencies Infection Control	Children Staff	<ul style="list-style-type: none">• All staff and children' emergency contact details are up-to-date, including alternative emergency contact details, where required.• Children' parents are contacted as soon as practicable in the event of an emergency.• Staff and children' alternative contacts are contacted where their primary emergency contact cannot be contacted.			
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