

<h2 style="margin: 0;">PRE-SCHOOL COVID-19 Assessment</h2>
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Location / Site	
GOLDINGTON GREEN ACADEMY- Pre-School unit.	
Activity / Procedure	
PRE-SCHOOL GROUP	
Assessment date	
25/08/2020 Updated: 14/9/2020 Updated: 4/1/2021 Updated: 05/02/2021 Updated: 23/2/2021 Updated: 01/11/2021 Updated 18/1/2022 updated 19/1/22 – Requirement to wear masks removed in class 20/1/22 and communal spaces 27/1/22	
Consultation	This risk assessment has been consulted on by all staff and all relevant unions: NEU, NAHT, GMB, NASUWT

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focusing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.” *(implementing protective measures in education and children care setting- 12.5.20)*

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

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Consideration of the pupils' mental health and well being

This risk assessment is based on **Guidance for Full Opening for Schools 22nd February 2021** and reflects the guidance and proportionate systems of controls recommended. It has been updated in line with the guidance dated 29.10.21 to be implemented on 1st November 2021, Dec 9th **and again in light of the updated guidance 17.1.22**

It reflects the principles of

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

We are following the current Bedford Borough Guidance Flow Charts for advice on testing and isolation which can be found on the flow charts on the school website.

Senior leaders will ensure that the system of controls are

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.
- Year groups will be considered bubbles.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

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1. Avoid contact with anyone with symptoms- letter sent to families prior to starting back outlining expectations and ways to support children for their return.
2. Frequent hand sanitising and good respiratory hygiene practices taught e.g. catch it, bin it, kill it, in an age appropriate way
3. Staff (where possible) and children will only mix within their pre-school bubble and will stay away from other people and groups.
4. Regular cleaning of rooms and toilets, including thorough clean at the end of each day.
5. Familiar adults are assigned to these children and stay with these children throughout the session (*and on subsequent days*)
6. Individual risk assessments will be completed for key vulnerable children.
7. Children stay in the Pre-School environment and will not mix with other groups
8. Coats will be stored in the corridor, ensuring coats are spread out on pegs. Adults will wash hands after handling each coat to avoid cross-contamination.
9. Face covering should not be worn by children, as this increases the risk of transmission from their handling.
10. All spaces to be well ventilated using natural ventilation (opening windows).
11. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding).
12. Updated fire procedures but in place and shared with all staff and children to maintain social distancing whilst evacuating the building, during head counts and when re-entering school when safe to do so. This will be practiced and reviewed regularly.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. An adult to accompany only one child to the toilet at a time – 2. An adult to accompany children to the toilet. Only one bubble can access the toilet at a time. 3. If a child from another ‘bubble’ is already using the toilet then you must wait at least 2 metres away and only enter once it is free. 4. Children reminded to close the toilet lid before flushing 5. Adult to wipe the flush, toilet door handle, soap dispenser, tap and anywhere else the child has touched after each child’s use using antibacterial wipes. 6. Pre-School children to only use the toilets within their setting. 7. Hand gel used after toilet use as well as washing hands 8. Extra Signs in toilet re washing hands- adult to take the child through this step by step. 9. Extra soap ordered to ensure we do not run out 10. 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. This includes the usual PPE used (apron, gloves). If staff wish they can also use their additional PPE mask, which GGA has provided for them. 11. Normal personal hygiene shall be followed including washing of clothes following a day in school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Goldington Green Academy COVID-19 Pre-School opening risk assessment

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only one parent should accompany child to school and collect. 2. Markers outside the gates for the children and parents to wait – more than 2 metres apart as more than one family 3. Allocated gates for Pre school to arrive and leave from - see staggered start and end of day plan. Pre school arrive at 9:00 and leave at 3:30. Please follow your child’s allocated time slots. 4. Parents cannot enter the school site unless they have a pre-arranged appointment, which will be conducted safely 5. Instructions shared re social distancing in morning shared with parents and children via email prior to school reopening. A member of school staff will assist this. 6. Pre-School staff to be on duty to supervise the children on arrival and departure. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Goldington Green Academy COVID-19 Pre-School opening risk assessment

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Continued access will be given to the Pre-School children to their outside area during sessions. Reduced equipment – hard surfaces and can be easily cleaned Toys that are easily cleaned and do not have intricate parts will be set out in a way that 2 or 3 children can access the same resources. Children will be taught that they must sanitize their hands before and after use. The number of resources available during child led learning will be reduced to ensure use of resources are monitored and thorough cleaning can take place. All shared resources steam cleaned daily and left to dry. Staff supervision throughout – actively encouraging social distancing, where possible Children will wash hands before leaving the classroom and upon re-entering the classroom. If school trips are to take place, there will be a seating plan conducted for the coach. School will follow EVC policy and checklist. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating snack resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Adult led snack to continue. Children eat at a set place at a table allowing space around them. Table to be cleaned before each child's use. Handwashing before and after snack consumed. Continue to apply established food hygiene procedures when preparing snack and distributing. Empty milk cartons, fruit peel, cores to be place in the bin in a timely manner one child at a time and the bin is then emptied, double bagged and put in the large outside bin. Children eat in their lunch in a designated area Table to be cleaned before and after use Children will bring a packed lunch - packed lunches kept in kitchen and adults to collect and return them, sanitising hands after handing each one. Handwashing before and after lunch consumed. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Goldington Green Academy COVID-19 Pre-School opening risk assessment

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children stay in Pre-School and access outside via the external door. 2. Children to be accompanied by an adult to the toilet. 3. Messages to office via email. 4. Agree instructions with children concerning going and returning to toilet, adult assist. 5. If you need to leave the room, always walk on the left of the corridor and avoid crossing paths with other 'year groups'. Move to the side to allow for distancing. 6. Staff team to bring their own lunch from home each day. Mugs can be used for drinks but must be put in the dishwasher immediately after use. 7. Staff are able to use kitchen area for drinks, keeping a 2metre distance at all times. Pre-school kitchen only accessible to pre-school staff. 8. Staff to work their hours as directed but ensure social distancing is adhered to throughout the school. 9. All staff 'meetings' to be conducted by zoom. 10. No face to face meetings with parents - telephone meetings or email contact only other than when dropping off and picking up. 11. Parents not allowed in school buildings. 12. Children to bring own drinks bottles from home each day. Children reminded not to touch the part they drink from with their hands. No water fountains to be used. 13. Children will sanitise their hands before leaving the Pre-School building and upon re-entering the building. If in the very unlikely event a child mixes with a child from another bubble it will be recorded using a simple whole school recording excel spreadsheet as a precaution. Parents of the children involved will be informed as a precaution. 14. If any child forgets to comply with age appropriate social distancing rules in place this will be re-explained. This will be done in an appropriate, child friendly manner so as not to cause fear or anxiety to the child. 15. Staff to wear masks when in communal areas of the building. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Goldington Green Academy COVID-19 Pre-School opening risk assessment

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to be given their own tray of resources. 2. Children’s crafts will be stored in personal piles and handed to an adult when they leave. 3. Toys that are easily cleaned and do not have intricate parts will be set out in a way that 2 or 3 children can access the same resources. Toys will be cleaned daily. 4. The number of resources available during child led learning will be reduced to ensure use of resources are monitored and thorough cleaning can take place. 5. All shared resources steam cleaned each week and left to dry. 6. Observations can still be made, but only the staff who made them should handle them. These can then be put into children’s observation books. The adult should sanitize their hands before and after touching each individual book. 7. Children will not touch the adults’ resources, including laptop, pens, highlighters. 8. Tables, door handles and other surfaces cleaned every night and ‘touch’ areas regularly throughout the day by the bubble staff. 9. Carpet will be steam cleaned daily by the cleaning team. 10. Dressing up clothes and soft toys will be cleaned weekly in the school washing machine and clothes will be rotated on a weekly basis. 11. Reading books will be given to children and kept in their bags. Reading books may go home. Adults will sanitise their hands before and after reading with a child. 12. In the event of a child contracting COVID-19 in this group, a thorough deep clean will take place following the Gov guidelines. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Goldington Green Academy COVID-19 Pre-School opening risk assessment

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The SEMH team in school will support vulnerable known children. 2. Individual children with known vulnerable needs will have an individual support plan. 3. Supportive curriculum to be delivered for first two weeks to support children’s well-being – slowly increasing the cognitive load 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online coaching for any staff who requests it 3. On-site Mental Health First Aider identified for staff to access. 4. Team meetings will give time as needed to discuss concerns and share control measures. 5. Sharing of support helplines – BBC and others 6. At least one SLT member of staff on site every day for staff to share concerns with. SLT members always contactable by email. 7. Separate risk assessment for the office area 8. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 9. Staff must have regard for social distancing and not ‘gather’ when on own breaks. 10. No more than 6 staff should be in Ash Class at any one time. 11. Staff are in bubbles to enable them to support each other if required. 12. Pre-School team to support each other to allow time for personal needs. Eg wellbeing, toilet break, lunchtime. 13. Staff to place used mugs in the dishwasher in a timely manner and the dishwasher to door to remain closed and put on more frequently. Covered mugs and staff water bottles should be stored in a place where children are not able to access. 14. Parents not allowed in school buildings. 15. All staff ‘meetings’ to be conducted by zoom. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Goldington Green Academy COVID-19 Pre-School opening risk assessment

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Seek expert guidance from Borough Behaviour Team re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. PPE provided for each member of staff. 3. Masks purchased – N95 grade and instructions form PHE re cleaning – issued to individuals 4. Extra disposable aprons ordered 5. Extra gloves ordered 6. Individual children already known to have SEMH needs are to be supported by a key member of the SEMH team in school and has own risk assessment. 7. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 8. Risk assess any individuals who may pose a risk in this way 9. 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. This includes the usual PPE used (apron, gloves). Staff may also wish to wear a mask, which has been provided by GGA 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Goldington Green Academy COVID-19 Pre-School opening risk assessment

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Hand gel dispenser inside of all classrooms 2. Hand gel order in large quantities 3. Paper towels ordered to be able to dry hands. 4. Bins to be emptied regularly. 5. Children sanitise hands on entry to school, before outside play, after outside play, before each new activity, leaving school, after using the toilet and any time they cough or sneeze. 6. A member of staff will observe hand washing to ensure it is done thoroughly 7. Washing hands posters replaced in all washing areas, and adults to assist 8. Reminders how to wash hands properly – videos and posters 9. Government posters and activates to be sent home before school opens to inform the children and families of good hygiene. 10. Adult accompanying children to the toilet will observe handwashing to ensure that it take no less than 20 seconds and that it is completed carefully and thoroughly. 11. Encourage children to not touch their nose, mouth eyes etc. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, light switches, plugs, technology resources, toilets and shared equipment will be cleaned each day using antiviral spray. 2. PPE will be worn by all staff that clean the premises. 3. Some resources will be rotated and left to decontaminate for 6 days after cleaning to reduce the risk of indirect transmission. e.g. books 4. If cleaners are unavailable due to illness, cleaning will be maintained by staff in the bubble. 5. Ask families to ensure all children are in clean machine washed clothing each day. 6. Soft furnishings and soft / cloth toys will be sectioned off from use in all classrooms 7. Deep cleaning of classrooms before re-opening including carpet cleaning. 8. Each classroom has adequate supply of antiviral spray and gloves to aid cleaning throughout the day. 9. Cleaners to return to clean areas as and when they are reopened 10. Bins to be emptied more frequently and doubled bagged. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Risk of spreading virus due to a child becoming unwell with coronavirus resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents will be asked via reopening letter to monitor their child’s health – and the health of the whole household – and only send their child to school if they are well. 2. Staff will be encouraged to engage with the NHS Test and Trace process. Leaders will encourage staff to follow any notifications to self-isolate. 3. We will follow the Bedford Borough Flow chart. <p>Schools must:</p> <ul style="list-style-type: none"> ➤ Wear PPE when dealing with the possible infected pupil/staff ➤ Isolate the pupil/staff – a dedicated space that you have identified in risk assessment ➤ Contact home for staff/ pupil to be collected. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school ➤ Parent/ individual – book a test: online via NHS testing system or Call NHS 119 ➤ All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ➤ HT makes a brief record of the names of staff and pupils who have been in face to face/close proximity contact or in car contact ➤ HT should ask parents or staff member to notify school with the results as soon as received <p>Test returns as negative: If an individual pupil/member of staff</p> <ul style="list-style-type: none"> - Inform the school immediately - If the test is negative and if pupil/staff member feels well and no longer have symptoms similar to coronavirus (COVID-19) then they can stop self-isolating. - They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. - Other members of their household can stop self-isolating. - Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation <p>Test returns as positive – If an individual pupil/member of staff</p> <ul style="list-style-type: none"> - Inform their school immediately - Individual must isolate in line with current guidance 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
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Risk of disturbance of education due to rising community infection rates or further wider outbreaks			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. If the school hits a public health trigger within a year group or single class we may be advised to put in extra measures. We will continue to work with the local Health Protection team who will be able to advise if additional action is required. The local Health Protection Team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. 2. If the school is implementing the control measures set out in this risk assessment, then whole school closure based on cases within the school will not generally be necessary. Only on the advice of the Health Protection Teams should whole schools be closed. It is essential to inform the LA immediately if this is the case. 3. If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The DfE will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. 4. For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any vulnerable pupils who cannot yet attend school at all due to coronavirus (COVID-19). In the event of pupils not being able to attend school due to COVID restrictions such as local lockdown or self-isolation. Goldington Green will ensure that children have immediate access to remote education. Planning will be completed by teachers. As far as possible we will ensure access to a broad curriculum, work will be emailed or may be sent via google classroom. 5. Supporting pupils who do not have appropriate IT or online access: School will continue to endeavour to support pupils by loaning devices or securing access to internet or hardware. The DfE have announced that they are expanding their ‘Get Help with Technology Scheme’ to support schools preparing to deliver remote education in the event of local Coronavirus outbreaks. Devices will be available for disadvantaged pupils in Years 3-11 who are affected by disruption to face-to-face education at their school, or have been advised to shield because they are clinically extremely vulnerable. School will liaise with families to secure this. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Goldington Green Academy COVID-19 re opening risk assessment Reception/Acorns

Name of assessor	Signature of assessor	Date
Nikki Mason	<i>N Mason</i>	25/08/20202 Updated 18.1.22

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Caroline Skingsley	<i>Skingsley</i>	18.1.22 Updated 20.1.22

Risk assessment reviews	Set future review dates & sign/comment upon completion