

Health & Safety

COVID 19 Risk Assessment – September 2021 onwards

School:	Aspiring Foundations Federated Nursery Schools
Assessor:	Amanda Brown
Date:	03/09/21
Review Date:	Nov 21



Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

Entering and leaving school	Yes / No / N/A	Systems in place / proposed to manage risk.
Does effective liaison take place with bus companies/transport providers to encourage continued wearing of face coverings?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Is the use of public transport discouraged where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Parents / staff students asked / reminded not to use
Have 'sneeze screens' been left in place in relevant areas i.e. receptions, foyers etc to protect staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
For signing in/out at receptions are touch screens/digital systems still being regularly cleaned?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
If pupils use biometric registration, is this being regularly cleaned i.e. secondary schools?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Is the use of hand sanitiser before use still encouraged?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are parents/carers who are accessing reception areas to office staff to action any queries still being offered an appointment system or telephone appointments?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is there provision of hand sanitiser at entrances/exits for	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

parents/staff/emergency contractors/pupils who still wish to use it?		
Has ever changing guidance been clearly communicated to staff, parents, pupils and visitors (ongoing)?	x <input type="checkbox"/> <input type="checkbox"/>	Staff - Via staff meetings / INSET training Parents – via email / letter / newsletters Visitors – via reception info
Hygiene		
Has guidance been cascaded to pupils and parents on the importance of wearing face coverings when using public and school transport?	x <input type="checkbox"/> <input type="checkbox"/>	
Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?	x <input type="checkbox"/> <input type="checkbox"/>	
Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?	x <input type="checkbox"/> <input type="checkbox"/>	Children all wash hand on entry / exit; on transition times as minimum; Staff encourage children to sing whilst washing hands; staff support in bathroom area where possible; staff also sport with hand wipes when needed
Are younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?	x <input type="checkbox"/> <input type="checkbox"/>	As above plus children reminded re catching coughs and sneezes with tissues / inner arm and not hand; reminded re hand washing after use of tissues
Has a review of classroom risk assessments taken place i.e. consider is hand sanitiser required, cleaning regimes, ventilation etc in line with current guidance?	x <input type="checkbox"/> <input type="checkbox"/>	On-going review of rooms; portable hand sanitiser bottles for staff use in each room; wall sanitisers in central corridor areas; staff reminded re ventilation; awaiting carbon dioxide monitor as per current government directive; cleaning touch areas as before and additional cleaning during the day based on staff availability; Friday toy spraying prior to room change over
Are staff and pupils encouraged not to touch hair, faces and continue with regular handwashing?	x <input type="checkbox"/> <input type="checkbox"/>	
Is there a system for removing waste on a daily basis and provision for	x <input type="checkbox"/> <input type="checkbox"/>	

suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?		
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	x <input type="checkbox"/> <input type="checkbox"/>	Toilet areas, doorhandles and plates mid day clean
Are there cleaning schedules in place for all I.T. equipment before and after use?	x <input type="checkbox"/> <input type="checkbox"/>	As part of usual cleaning in classrooms. Wipes provided for staff to clean office equipment between uses
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	x <input type="checkbox"/> <input type="checkbox"/>	Via SLA
Are cleaning staff trained to use any new products that may have been implemented and are COSHH risk assessments reviewed to include new products?	x <input type="checkbox"/> <input type="checkbox"/>	Via SLA
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	x <input type="checkbox"/> <input type="checkbox"/>	Via SLA
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	As above re equipment in nursery
If I.T. suites are in use are appropriate cleaning measures in place?	<input type="checkbox"/> <input type="checkbox"/> x	
Are tablets, IPads cleaned before and after use?	<input type="checkbox"/> <input type="checkbox"/> x	Allocated to individual to staff
Have non washable toys/items been removed?	<input type="checkbox"/> x <input type="checkbox"/>	
Are children to be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc?	x <input type="checkbox"/> <input type="checkbox"/>	Lunch boxes placed in large container then out of reach until needed Book bags to be reintroduced later in Autumn term
Are desks regularly cleaned?	x <input type="checkbox"/> <input type="checkbox"/>	Daily cleaning regime plus midpoint before and after lunch
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?	<input type="checkbox"/> x <input type="checkbox"/>	

Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	x <input type="checkbox"/> <input type="checkbox"/>	As indicated above and below
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing?	x <input type="checkbox"/> <input type="checkbox"/>	As above
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? During winter months consider opening/closing windows at 15 minute intervals.	x <input type="checkbox"/> <input type="checkbox"/>	Children to be outside as much as possible Outside shelter now has walls to enable more outside use on poor weather
If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?	<input type="checkbox"/> <input type="checkbox"/> x	
Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?	x <input type="checkbox"/> <input type="checkbox"/>	1 in WR admin office
Where touch terminals are in use in dining areas, are there appropriate cleaning regimes in place?	<input type="checkbox"/> <input type="checkbox"/> x	
Do cash machines in Secondary Schools have appropriate cleaning regimes in place?	<input type="checkbox"/> <input type="checkbox"/> x	
Are extra cleaning procedures in place for dining hall furniture before and after use?	x <input type="checkbox"/> <input type="checkbox"/>	
Are pupils instructed not to share food i.e. children bringing in their own?	x <input type="checkbox"/> <input type="checkbox"/>	Lunchtime staff supervise children to remind them
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?	x <input type="checkbox"/> <input type="checkbox"/>	
Have heavy use 'hot spots' been identified that may require extra servicing?	<input type="checkbox"/> <input type="checkbox"/> x	
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves, visors etc?	<input type="checkbox"/> <input type="checkbox"/> x	

Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?	x <input type="checkbox"/> <input type="checkbox"/>	
Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 by the current required test and to follow current government guidance?	x <input type="checkbox"/> <input type="checkbox"/>	
Have areas been identified with suitable ventilation if possible to enable separation of staff/pupils (if safe to do so) in the event of developing symptoms until able to go home?	x <input type="checkbox"/> <input type="checkbox"/>	
Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?	x <input type="checkbox"/> <input type="checkbox"/>	Packs set up in each nursery
Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff using/wearing PPE?	x <input type="checkbox"/> <input type="checkbox"/>	
Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?	x <input type="checkbox"/> <input type="checkbox"/>	PPE training undertaken at start of covid; forms part of induction
Are staff aware of how to safely dispose of contaminated PPE (double bagged, stored for 72 hours then disposed of)?	x <input type="checkbox"/> <input type="checkbox"/>	
Are arrangements in place to have the separation areas thoroughly cleaned after use?	x <input type="checkbox"/> <input type="checkbox"/>	Via SLA
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	x <input type="checkbox"/> <input type="checkbox"/>	
Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays	x <input type="checkbox"/> <input type="checkbox"/>	

COVID 19 symptoms?		
Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?	x <input type="checkbox"/> <input type="checkbox"/>	Via letters / email / newsletters
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	x <input type="checkbox"/> <input type="checkbox"/>	
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?	x <input type="checkbox"/> <input type="checkbox"/>	
Is PPE available and disposed of correctly along with soiled items?	x <input type="checkbox"/> <input type="checkbox"/>	Nappy bins located in toilet areas
Are changing beds/facilities cleaned before and after use?	x <input type="checkbox"/> <input type="checkbox"/>	Sprays located in changing areas
Are pregnant or vulnerable staff taking extra precautions to protect themselves?	x <input type="checkbox"/> <input type="checkbox"/>	All staff reminded re use of lateral flow testing, social distancing in the nursery where possible, continues use of face coverings in public areas and when speaking to parents / carers
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?	x <input type="checkbox"/> <input type="checkbox"/>	
Are there sufficient handwashing stations on site?	x <input type="checkbox"/> <input type="checkbox"/>	
Does the school hold sufficient stocks of handwashing materials?	x <input type="checkbox"/> <input type="checkbox"/>	
If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative?	x <input type="checkbox"/> <input type="checkbox"/>	Nursery sanitiser units are high up / out of reach. Entrance sanitisers are supervised by parents Hand washing is used/ encouraged for children
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	x <input type="checkbox"/> <input type="checkbox"/>	Cleaning and site team
Is handwashing encouraged regularly for staff, pupils, and contractors,		

visitors if allowed into the building i.e. before/after food, when coughing or sneezing, use of welfare facilities?	x <input type="checkbox"/> <input type="checkbox"/>	
Are pupils encouraged to wash hands before and after breaks/lunches?	x <input type="checkbox"/> <input type="checkbox"/>	
Are toilets cleaned regularly?	x <input type="checkbox"/> <input type="checkbox"/>	As above
Are bins emptied regularly?	x <input type="checkbox"/> <input type="checkbox"/>	
Are pupil handwashing areas supervised? Is hand sanitiser required?	x <input type="checkbox"/> <input type="checkbox"/>	As above
Have shared water fountains been taken out of use?	<input type="checkbox"/> <input type="checkbox"/> x	
Greetings – Is physical contact encouraged to be avoided e.g. shaking hands? Simple verbal greetings to be used e.g. good morning?	x <input type="checkbox"/> <input type="checkbox"/>	
Are staff / pupils advised to cover any cuts or wounds?	x <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards? <ul style="list-style-type: none"> • Numbers of people congregating at drop off and pick up times, possible congestion in corridors with lack of ventilation – parents advised that drop off and pick up will continue at the main entrance to reduce time spent in proximity to others and possibility of congestion in spaces with little ventilation – to be reviewed in Nov • Public entrance at WRCC, possible congestion – staff and parents to be asked to continue to wear a face covering in line with Children’s Centre RA; senior staff to manage flow of children and possible parents within the public space 		

Fire/ Emergency Incidents and Building Issues	Yes / No / N/A	Systems in place / proposed to manage risk
Has the full site fire risk assessment been reviewed?	x <input type="checkbox"/> <input type="checkbox"/>	
Have fire evacuation plans been reviewed to reflect any areas change of use?	x <input type="checkbox"/> <input type="checkbox"/>	

Has the reviewed fire evacuation plan been put into practice? Are incident controllers/fire marshals aware of new procedures?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed Bomb/Lockdown plan been put into practice?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If internal fire doors are pinned open are they done so using either mag locks or door guards? If so both will automatically close on activation of the fire alarm. Internal fire doors should not be wedged open using makeshift items i.e. fire extinguishers, cardboard, wooden wedges etc.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are water management tests continuing as per normal?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards?		

General	Yes / No / N/A	Systems in place / proposed to manage risk
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	x <input type="checkbox"/> <input type="checkbox"/>	
<p>Have environmental risk assessments been reviewed and communicated to staff?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> 1. Access/egress? 2. Movement around school/early years setting? 3. Break times/lunch times/lesson changes? 4. Toileting? 5. Location of hand sanitisers? 6. Signage? 7. First Aid rooms? 8. Sensory rooms? 9. Intimate care rooms? 10. COVID Isolation room and bathroom facilities? 11. Kitchens 12. Dining rooms 13. Halls/gyms 14. Science and DT area? 15. LFD testing areas 	x <input type="checkbox"/> <input type="checkbox"/>	
Have vulnerable staff been identified who previously required a specific personal risk assessment? This includes pregnancy. After 28 weeks pregnant staff are more likely to suffer complications if contracting COVID-19 and not vaccinated. Vulnerable and pregnant staff should be encouraged to take extra precautions to protect themselves.	<input type="checkbox"/> <input type="checkbox"/> x	Personal RA in place for staff who identified as CV or who also have caring responsibilities

Have VPEM formerly BAME staff been identified who previously required a specific personal risk assessment? Are they encouraged to take extra precautions?	<input type="checkbox"/> <input type="checkbox"/> x	
Are these staff excluded from any roles involving LFD testing?	<input type="checkbox"/> <input type="checkbox"/> x	
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	<input type="checkbox"/> x <input type="checkbox"/>	Risk assessments for new children to be completed asap all needs are known
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	x <input type="checkbox"/> <input type="checkbox"/>	
Has your staff handbook/induction process been reviewed to reflect the current situation?	x <input type="checkbox"/> <input type="checkbox"/>	
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	x <input type="checkbox"/> <input type="checkbox"/>	
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	x <input type="checkbox"/> <input type="checkbox"/>	
Are there sufficient first aiders on site?	x <input type="checkbox"/> <input type="checkbox"/>	
If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	x <input type="checkbox"/> <input type="checkbox"/>	Outdoor equipment currently only used by Nursery School children during the week. Children wash hands before and after use of equipment.

		Staff capitalise on opportunities to spray equipment as they arise.
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	x <input type="checkbox"/> <input type="checkbox"/>	WR – not applicable as carpark is not on site
Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?	x <input type="checkbox"/> <input type="checkbox"/>	
Does your school have a school minibus? Are face coverings worn by users and driver?	<input type="checkbox"/> <input type="checkbox"/> x	
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?	<input type="checkbox"/> <input type="checkbox"/> x	
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	x <input type="checkbox"/> <input type="checkbox"/>	Key persons liaise with families. Resources in place for supporting with bereavement
When participating in 'out of school activities' have venue risk assessments been deemed suitable and sufficient by the Head teacher and are COVID protocols in place?	<input type="checkbox"/> <input type="checkbox"/> x	N/A currently. To be reviewed as needed
During open days, live performances and any other large gatherings that include mass visitors are risk assessments in place, suitable and sufficient with full COVID protocols?	x <input type="checkbox"/> <input type="checkbox"/>	Individual times outside for slots for welcome visits in Sept Additional risk assessments to be produced if and

		when needed
Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms or in safe surroundings to prevent transmission? Are relevant communication strategies in place to keep governors informed?	x <input type="checkbox"/> <input type="checkbox"/>	
Any other hazards?		

Test, Isolate and Local Outbreaks	Yes / No / N/A	Systems in place / proposed to manage risk
Do you have in place, with regular reviews your outbreak management procedure/plan, including reintroduction of prior restrictions if necessary?	x <input type="checkbox"/> <input type="checkbox"/>	
Are records kept of all visitors/contractors to site?	x <input type="checkbox"/> <input type="checkbox"/>	
Is it made clear in policies and procedures to staff that anyone who is ill and showing symptoms must stay at home?	x <input type="checkbox"/> <input type="checkbox"/>	
Is it made clear to parents/pupils that any person who has tested positive must remain at home and follow government guidance?	x <input type="checkbox"/> <input type="checkbox"/>	
Is anyone who develops symptoms in school isolated (if safe to do so) and then sent home as soon as possible, see previous questions	x <input type="checkbox"/> <input type="checkbox"/>	

re isolation rooms/areas?		
If any person in isolation (if safe to do so) whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?	x <input type="checkbox"/> <input type="checkbox"/>	
All of the above, staff/parents/pupils should be advised to follow 'Coronavirus, How to stay safe and help prevent the spread' guidance.	x <input type="checkbox"/> <input type="checkbox"/>	
Are there a supply of PCR home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms or who have tested positive on a school site LFD test?	x <input type="checkbox"/> <input type="checkbox"/>	
Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of PCR tests taken?	x <input type="checkbox"/> <input type="checkbox"/>	
For individuals or groups of pupils are there remote education plans in place if needed?	<input type="checkbox"/> x <input type="checkbox"/>	
If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?	x <input type="checkbox"/> <input type="checkbox"/>	SLT contact parents via text and follow up emails. Messages sent via Tapestry. Home leaning activities are sent daily via Tapestry. SLT will contact children on EHCP or considered to be vulnerable via phone and if need via a home visit.
Has the contents of this risk assessment been shared with your staff? Have they been involved in the preparation process and made aware of any new variants?	x <input type="checkbox"/> <input type="checkbox"/>	

Welfare	Yes / No / N/A	Systems in place / proposed to manage risk
For staff/pupils continuing to work from home due to vulnerabilities is regular contact made?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No staff / children currently identified as having to work from home
Are you aware prolonged working from home can adversely affect mental health? Do you have strategies in place to assist staff/pupils who may need further support?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Regular contact, mental health training undertaken as twilight for staff, signposting to agencies Children – if needed link with childrens centres
Although government guidance has removed the need for the wearing of face coverings within school settings unless there are a change of circumstances, are staff who wish to continue wearing them supported in this decision?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are controls in place to keep staff anxieties at a minimal level, i.e. should staff continue to wear masks in shared areas for example? Is there regular communication strategies in place surrounding testing and vaccinations? Keep staff well informed.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Testing and Vaccinations	Yes / No / N/A	Systems in place / proposed to manage risk
Are staff regularly encouraged to participate in Lateral Flow Testing and PCR Testing when needed? Please include any controls for non-testing staff in the RA proforma below?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	LFT on site and access to test is managed by office admin All staff have information on location of testing sites and how to access a test
Are staff encouraged to take up the offer of receiving a COVID 19	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Information re vaccination drops ins has been

vaccination? Please include any controls for non-vaccinated staff in the RA proforma below and consider vulnerable/pregnant staff?		forwarded to staff
If vaccinated or not are CEV, CV and pregnant staff encouraged to take extra precautions to protect themselves as per government guidance? Do they still require a specific personal risk assessment?	x <input type="checkbox"/> <input type="checkbox"/>	Personal risk assessments reviewed and remain in place for CV staff. No staff currently CEV or pregnant
Are procedures in place for testing of staff/pupils who are double vaccinated, are a close contact but no longer have to isolate if coming into contact with a positive case?	x <input type="checkbox"/> <input type="checkbox"/>	Information has been given to staff and children's parents re when to test under the revised guidance and what to do if they are identified as a close contact and have / have not been double vaccinated

Please transfer any negative answers onto the below Proforma to create your risk assessment action plan

Risk Assessment Proforma

School:	Assessment Date:
Assessor:	Review Date:

HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE
non washable toys/items in the nursery environment	Dit – 35 children; 10 adults WR – 50	Children based in same room / area for 1 week All toys/ equipment sprayed on Friday and quarantined over the weekend Soft play area cleaned daily	4	Equipment / books on a rota and quarantined as needed	Sept 21	Amanda Brown 3/9/21

	children; 11 ad					
Shared use of equipment i.e. pens, pencils etc	As above	Children are too young developmentally to understand or look after individual equipment Children use the shared equipment in their room with their key group	4	Regular hand washing throughout the day Children reminded not to put equipment in mouth etc. Staff to clean any equipment if this happens	Sept 21	Amanda Brown 3/9/21
Has the reviewed Bomb/Lockdown plan been put into practice?	As above plus additional people from CC and daycares	Risk assessments are in place. Staff knowledge re Bomb evacuation is tested on fire evacuation	4	Lockdown to be practiced Autumn term	Dec 21	Amanda Brown
Staff not participating in regular Lateral Flow Testing	Up to 10 adults Ditto	Staff know how to access LFT Staff have been given time to access testing sites	4	Staff to ensure social distancing is still maintained where possible within the Nursery Staff encouraged to continue	Sept 21	Amanda Brown

	n / 11 WR	Sept INSET focussed on changes to current self isolation guidance and importance of testing to minimise any possible spread		to wear face coverings in public areas and when talking to parents		
Risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date		Vulnerable children and children with additional needs remaining at Nursery are identified and any appropriate RA completed and in place	4	New children joining the Nursery School need to have any vulnerabilities identified and RA put into place	Sept 21	Lynn Miller
Remote education plans	All children	Tapestry used to send out activities for parents to use at home	2	Change in approach re home learning to be implemented from Sept. Parents to receive knowledge organisers based on children's current interests to support learning at home Website to hold a bank of home learning activities parents can access	Oct 21	Teachers

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	July 2020	July 2020	Document created	LPR
2	Jan 2021	Jan 2021	Document reviewed. September removed from title and footer, now 2020 2021, before September references removed and changes to present time, deep clean prior to opening changed to as required, addition of 'if floor signage is damaged – regular review and replacement required, all September adjustments in bold now removed, inclusion of face coverings to be worn where appropriate as per government	LPR

			<p>guidance, training included for cleaners around new products and review of COSHH risk assessments, implementation of bubbles changed to maintaining bubbles, advice to open/close windows during winter months in 15 minutes slots, assemblies advice included re new variant and lockdown, pinning open of internal fire doors updated to only include mag locks or doors guards as per fire service advice, no door wedges or other, pre-opening water testing management changed to ongoing, new variant to be included in occupational risk assessment, BAME risk assessment requirement now included, exclusion of vulnerable staff, pregnant and BAME from hold LFD testing roles, 28 week advice included re pregnancy, rows split to ensure one question per row, welfare if isolating section added.</p>	
3	June 2021	June 2021	Section included re non testing and non-vaccination staff	LPR
4	July 2021	July 2021	Reviewed in line with step 4 of government guidance and lifting	LPR

			of restrictions. Statements and wording changed to include 'if preferred', 'expected and recommended', 'subject to change', 'where possible' etc. 'COVID 19 stay at home guidance' changed to 'Coronavirus, how to stay safe and help prevent the spread'. BAME now VPEM.	
5	August 2021	August 2021	Document updated in line with changes from 16 th August onwards, all dependent upon local changes or reimplemented restrictions for case number levels.	