



Windlesham School & Nursery

Windlesham School Risk Assessment

YEAR GROUP	Nursery and Reception
DATE	27 th May 2020
Risk Assessment prepared by	R Older

Action	Name	Signature	Date
RA written by	R Older	<i>Rebecca Older</i>	May 2020
RA reviewed by	J Ingrassia	<i>John Ingrassia</i>	26/05/20
RA reviewed by	J Waller	<i>Jane Waller</i>	27/05/20
RA reviewed by			

Risk rating

Likelihood		Severity	
Almost Impossible	1	Insignificant (minor injury)	1
Unlikely	2	Minor (injury requiring longer days to heal)	2
Possible	3	Moderate (significant injury requiring hospital treatment)	3
Likely	4	Major (chance of death)	4
Almost Certain	5	Catastrophic (chance of several deaths)	5
Risk Rating= Likelihood X Severity			
Low = 1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

Potential hazard	Who will be affected	Potential outcome	Recommended control measure	Lhd rating (1-5)	Severity rating (1-5)	Risk rating (L,M,S,H)
Sickness at the setting	staff and children	Exposure to infectious illness	<ul style="list-style-type: none"> • Personal Protective Equipment • If contact or personal care for the child is necessary, gloves and an apron will be worn by the supervising adult. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn. • Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice • Adults to follow whole school policy regarding illness 	3	3	Significant



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			<ul style="list-style-type: none"> • Adults to follow guidance from risk assessments re removal of equipment • Adults to ensure cleaning of equipment • Regular monitoring of hand washing • Social distancing for adults and as far as possible for children e.g. separate tables for work in Reception, with their own set of resources to minimise sharing. • Discouraging children from congregating together by ensuring activities are set out apart from one another. • Plan for outside play and activities as much as possible • Leave doors and windows open as far as possible indoors • Use of PPE when changing a child after a first aid incident/ toilet accident/ or when ill. 			
Exposure to virus and hazardous waste materials	Staff and children	Exposure to infectious illness and hazardous waste when changing nappies or soiled clothes, dealing with first aid incidents and sick children and supporting children with personal care eg washing hands and blowing noses	<ul style="list-style-type: none"> • Children whose care routinely already involves the use of some PPE due to their intimate care needs continue to receive their care in the same way. • Staff to wear gloves when involved in these activities. • Additional government guidance is followed on waste removal • Regular hand washing is encouraged and after supporting children with personal care needs • Bins are emptied regularly through the day 	2	3	Moderate
Children's wellbeing	Children	Children may be anxious about returning or impact of lockdown	<ul style="list-style-type: none"> • Encourage updates from home using a form to support parents to share what children have been doing at home and how they feel about the lockdown. • Update information on SEND, health and learning, with high priority given to wellbeing. • Plan for welcoming each child and settling them back personally, linking to specific needs and special interests. 	3	2	Moderate



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			<ul style="list-style-type: none"> • Share the new structure and routines. • Share games, songs and rhymes to explain the rules for social distancing and staying safe • Follow guidance on supporting children’s mental health and wellbeing during the coronavirus pandemic: 			
Sand	Staff and children	Children and staff could come into contact with hazardous materials	Sand cannot be cleaned it should be removed and in the case of the outdoor sandpit closed off. Adults remove sand and do not allow access to large sand pit.	4	3	Significant
Plugs/ sockets/ cables/ electrical items		Children and adults could be at risk of electric shock and injury	<ul style="list-style-type: none"> • Socket covers in place • Cables kept away from walkways • Discuss safety of these items with children • Children supervised when using eg cd player/ ipads/ computers • Adults regularly check sockets, and cables. <p>Electrical items tested as necessary Computers removed to ensure no sharing of equipment/ difficult to clean Ipads only used by adults and if necessary to distract a child and then immediately cleaned</p>	2	3	Moderate
Slip, trips and falls Working at height	Adults, visitors and children	Adults, children and visitors could be at risk Adults putting up displays	<ul style="list-style-type: none"> • Walk ways kept free of clutter • Children encouraged to tidy up after themselves • Water and other materials eg in toilet areas are cleared up in a timely manner • Adults reminded of working at height regulations • Adults to check that walk ways are clear and be aware of regulations 	2	3	Moderate
Water	Children and staff	Children and staff could come into contact with hazardous materials	<ul style="list-style-type: none"> • Children may attempt to drink water or touch other items. They could have their own shallow tray of water which is then tipped away after use and the tray cleaned. And hands washed. • Adults to only allow water on an individual basis and to tip away and add fresh water for each child 	3	3	Significant if shared and moderate if not



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Tables/chairs and surfaces	Children and staff	Children and staff could be at risk of contact with infectious disease from unclean surfaces	<ul style="list-style-type: none"> • Tables etc are cleaned with antibacterial spray before and after food consumption and after use by children. • Gloves and spray provided – Site manager to be called for serious spillages – cleaners asked to undertake a deep clean • Regular hand washing • Adults to clean any visible spills as soon as is practical. • Adults wipe surfaces at lunch and the end of the day. • Cleaners will undertake thorough cleaning of tables/ chairs and surfaces. • Ensure there are only a small number of chairs 	3	3	Significant if cleaning not adhered to
Rugs, soft furnishings and soft toys	Children and staff	Children and staff could be at risk of contact with infectious disease from unclean surfaces	<ul style="list-style-type: none"> • All rugs, cushions, blankets, bags, soft toys eg puppets, cuddly toys, dolls with hair, dressing up clothes, carpets, dolls clothes, prams with fabric, fabric play food to be removed. • IF items can be washed they could be added in small quantities and removed at the end of the day for washing/ removing and swapping. • Hands washed regularly when playing. • Adults to remove all items, monitor use of any that they introduce and clean any that are used on a daily basis. 	3	3	Significant if not removed
Equipment/ objects from home	Children and staff	Children and staff could be at risk of contact with infectious disease from items brought from home or transported between settings	<ul style="list-style-type: none"> • Lunch boxes will need to be wiped on arrival, • A bag of “spare” clothing should be brought to nursery and once it has been wiped should be left at nursery. • Items that need to be taken home should be taken in a plastic bag. • No paintings, models, pictures to be taken home • No toys should be brought from home to minimise spread. • Hands washed on arrival, regularly through the day and before home. 	2	3	Moderate
Sink/ toilets	Children and staff	Children and staff could come into contact with hazardous materials	<ul style="list-style-type: none"> • Staff to supervise toilets and ensure only 1 at a time even at snack/ lunch times • Do not encourage lining up for the toilet • Staff to regularly check toilets through session for cleanliness • Report any issues eg blockages • Clear up any spillages in a timely manner 	3	3	Significant if SD not adhered to



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		Children could congregate here	<ul style="list-style-type: none"> Gloves and spray provided – Site manager to be called for serious spillages – cleaners asked to undertake a deep clean 			
Children/adults shoes	Children and staff	Children and staff could be at risk of contact with infectious disease from unclean surfaces	<ul style="list-style-type: none"> Children should bring a pair of plimsolls that have not been worn outside to change into for wearing in the nursery. Adults should also change their footwear to clean indoor footwear Hands should be washed after changing. 	2	3	Moderate
Doors/ gates/fence	Children and staff	Handles and high touch areas could carry infectious diseases. Children could be at risk if these are not kept securely shut and maintained at the appropriate times	<ul style="list-style-type: none"> High contact/ touch areas to be cleaned regularly. Prop doors open as much as possible and in accordance with fire safety risks. Main door is manned by staff member from 8.30-8.50 and is then shut When in use it is hooked back and gates are closed Children will be signed in at register time and out of nursery by a member of staff at home time 	3	3	Significant if cleaning doesn't take place
Scissors	Children and staff	Shared objects could carry infectious diseases Children (and staff) at risk of cuts or more serious injury	<ul style="list-style-type: none"> Limited number of scissors to be regularly wiped and all wiped at the end of the day Staff teach children how to use scissors safely including transportation of scissors 	3	3	Significant if cleaning doesn't take place
glue	Children and staff	Shared objects could carry infectious diseases Children are at risk of illness by ingesting glue Children could be at risk of injury e.g. putting glue in their eyes	<ul style="list-style-type: none"> Limited number of glue sticks/ pots of glue and spreaders which are regularly wiped and all wiped at the end of the day. Hands washed regularly throughout the day Use of non toxic glue Discussing with children not to eat glue or put in eyes Only using designated pots for glue e.g. not old yoghurt pots that could be mistaken for food 	3	3	6 Moderate



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Malleable materials	Children and staff	Materials becoming unhygienic through shared use and risk of spread of illness Staff or children possible allergic reactions to materials Deliberate or inadvertent consumption of materials Risk of mould in organic materials	<ul style="list-style-type: none">• IF playdough is provided it should be divided up for individual children to use and placed in individual containers.• Regular cleaning of equipment and replacing of playdoh.• Check all information on allergies and avoid allergens.• Make sure all other materials are sensitive and are diluted according to the instructions.• Children follow the no consumption rule in this area.• Regular hand washing throughout the day.	3	3	Significant if measures not put in place
All toys – including construction, maths areas, role play, playdough, small world, outside toys, musical instruments and equipment for writing and making areas	Children and staff	Children and staff could be at risk of contact with infectious disease from unclean surfaces on shared objects Children and adults could be at risk of injury from damaged or unsafe toys Risk of injury by not using equipment correctly	<ul style="list-style-type: none">• Minimise the number/ amount of toys so that cleaning can be undertaken easily and regularly• No wooden toys unless used on a rota basis (ie sprayed after use and put away to dry and rotated with another set)• No toys that encourage children to congregate together or play in close proximity• No toys/ equipment that encourages children to touch hands/ face eg binoculars• No sharing of toys or equipment across bubbles that cannot be cleaned thoroughly between groups• Only use toys that are easy to clean and have no intricate parts (see separate list for more comprehensive guide on use)• Only provide a small number of items eg books, cars, trains.• Once cleaned set toys aside for a few days and rotate with other items eg for books• Only have available small amounts of craft materials so that any unused items can be thrown away eg junk modelling• Toys checked for damage and breakages on a regular basis	3	3	Significant if measures not put in place



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			<ul style="list-style-type: none"> • Damaged toys are removed for mending or to be disposed of • Children are supervised when using toys and equipment and shown how to use appropriately • Behaviour is monitored to ensure toys are not used to hurt others • Hands washed on a regular basis throughout the day. 			
Small toys eg marbles, pegs, numicon pegs, lids etc	Children and staff	Children and staff could be at risk of contact with infectious disease from unclean surfaces Children are at risk of choking	<ul style="list-style-type: none"> • Very small items that are intricate are not to be used so they can be properly cleaned • Marbles are not encouraged as some children mouth them • Children are monitored to see if they have a tendency to mouth objects • If necessary smaller items will be stored away and only given out to selected children under supervision 	3	3	Significant if measures not put in place
Heavy boxes	Children and staff	Children and adults are at risk of injury when lifting boxes	<ul style="list-style-type: none"> • Staff should follow manual lifting guidelines and children taught to ask for help with heavy items • Boxes should not be overloaded 	2	3	Moderate
Crates and Planks	Children and staff	Children and staff could be at risk of contact with infectious disease from unclean surfaces Children and adults are at risk of injury when lifting the planks and crates All at risk of injuring others when moving them around	<ul style="list-style-type: none"> • All equipment to be wiped after use • Minimise the amount of times the equipment is moved around by setting it up with the children and then all washing hands • Children should be shown how to lift and carry it at waist height or below for crates/ one at a time • Carry planks between children or low down if moving alone • Children have a safety talk prior to using the equipment and agree how to use it safely. • Daily reminders are given about assessing the risk in their play. • Weather conditions to be considered when accessing the equipment. • Area to be monitored to ensure surroundings are clear and surface is flat. • All equipment is checked regularly to look for damage. 	3	3	Significant if measures not put in place
Climbing A frames and ladders	Children and staff	Children and staff could be at risk of contact with infectious disease	<ul style="list-style-type: none"> • Large climbing equipment to be taped off as it cannot be properly cleaned between / groups of children 	3	3	Significant if safety measure not adhered to



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		<p>from unclean surfaces</p> <p>Falling from a height, slipping on equipment</p>	<ul style="list-style-type: none"> • A frame and ladders to only be used by nursery children and to be cleaned on a regular basis and hand swashed after use. • All children to have a safety talk before using the equipment and numbers are restricted to avoid collisions and overcrowding. Children wait for one child to have climbed to next section before their turn starts. • Equipment is checked prior to use to ensure all parts are safe and secure. 			
Pirate ship	Children and staff	Children and staff could be at risk of contact with infectious disease from unclean surfaces	<ul style="list-style-type: none"> • Pirate ship to be taped off as it cannot be properly cleaned between use 	3	3	Significant
Role Play area/ tents/ den outside/ book area/ willow structure	Children and staff	Children and staff could be at risk of infectious disease from close contact with others	<ul style="list-style-type: none"> • While Early Years children are not expected to socially distance they should not be encouraged to congregate in areas eg the book corner, role play and should sit/ play apart from one another as much as possible • Remove/ store Role play equipment. • Do not use the wooden play house/ den/ willow structure for children to play in and don't set up small areas such as tents or dens. 	3	3	Significant
Staff and children unable to evacuate the building safety	Children and staff	Injury to children or staff	<ul style="list-style-type: none"> • In case of fire or fire alarm activation, use the nearest available exit route, even if a one way system has been developed for day-to-day attendance • If the recommended social distancing between different groups, in corridors and assembly points is not achievable, settings should manage this to ensure the greatest separation available is utilised • Any doors in the setting that are heavily used may be held open using 'dorgards' or magnetic catches linked to the fire alarm to 	2	3	Moderate



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			<p>enable them to close when the alarm activates. Fire resisting doors should not be held open by using wedges or other equipment</p> <ul style="list-style-type: none"> • Staff to be informed of all changes to the fire evacuation procedures (if any changes have taken place) A fire drill is recommended, to practise the old/new routes 			
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Appendix A – Possible Scenarios (Parents to Read)

Event	Action
Pupil shows symptoms at gate	<ul style="list-style-type: none"> • No entry to school • Symptomatic pupil isolates for 7 days and pupil sibling/other members of household for 14 as per gov guidelines unless they test negative: • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • and • https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
Symptoms show in pupil while at school	<ul style="list-style-type: none"> • Child taken to sick room by designated staff member with PPE • Parent called to collect pupil and take home. Symptomatic pupil SI (Self Isolates) for 7 days and pupil sibling/other members of household for 14 as per gov guidelines unless they test negative: • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
Symptoms show in staff member while at school	<ul style="list-style-type: none"> • Staff member sent home and required to take test. • If test positive the rest of bubble then required to SI for 14 days.
	<ul style="list-style-type: none"> • Parent to notify school and pupil stays home



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Symptoms show in pupils at home	<ul style="list-style-type: none">• Symptomatic pupil SI for 7 days and pupil sibling/other members of household for 14 as per gov guidelines unless they test negative.
Symptoms in pupil's household but not in pupil	<ul style="list-style-type: none">• Parents notify school. Pupil must SI for 14 days unless a negative test.
Test positive of pupil	<ul style="list-style-type: none">• Parents notify school• Pupil does not come to school• All members of bubble must SI for 14 days.
Test positive of member of household	<ul style="list-style-type: none">• Parents notify school• Pupil does not come to school• Household SI for 14 days
Test positive of staff	<ul style="list-style-type: none">• Staff member does not come to school• All members of bubble SI for 14 days.

List of key Government guidance

- [Actions for educational and childcare settings](#)
- [Implementing protective measures in education childcare settings](#)
- [Information for parents and carers](#)
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- <https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2/early-years-foundation-stage-coronavirus-disapplications>