

Grantham Farm Montessori School & The Children's House - COVID-19 Risk assessment

Activity assessed: Nursery and school operations Assessment date: 4th September 2020

Assessment reference: Coronavirus September return 2020

Last reviewed: 15th September 2020

Name of assessor: Emma Wetherley

Review date: at the end of week 1 and then every 3 weeks

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	People in close contact	ALL – contract or spread Covid-19	<p>Social distancing measures throughout the school achieved by teaching children in small pods of up to 8 children & increased spacing of desks.</p> <p>Each pod accesses/exits the school via their own allocated exterior door at all times of day.</p>	2	3	6	L	<p>Monitor, remind, direct and guide.</p> <p>EW to direct parents to their designated entrance door in first days. Key worker to guide children to allocated entrance/exit throughout the day</p>	<p>PARENTS Emma Wetherley ALL STAFF</p>	<p>REQUIRES GUIDANCE ON FIRST DAYS FOR EACH FAMILY ongoing</p>	<p>Ongoing with particular attention on each families' first day</p>
			<p>Each pod to use designated access point for drop off, pick up and access to the garden.</p> <p>Classroom layout adapted to create pod areas of no more than 8 children per pod, and corridors created to facilitate protecting each individual pod.</p> <p>Each child in same friendship pod at all times on every day of attendance and for all activities, including mealtimes.</p> <p>Teachers assigned to a friendship pod for the duration of coronavirus measures.</p> <p>Each pod to use their designated area of the school every day.</p> <p>Tables and chairs more widely spaced.</p> <p>Grantham Farm class children at widely spaced forward facing desks.</p> <p>Increased and staggered use of outdoor space (within pod only). See timetable shared with staff.</p> <p>Snack and lunch times within pods.</p> <p>Music class within pod and in the garden (weather permitting). In poor weather children indoors seated in forward facing rows; GF children to take</p>	2	3	6	L	<p>Friendship pod table drawn up and teachers allocated pod.</p> <p>Monitor and adapt if necessary</p>	<p>ALL STAFF</p> <p>ALL STAFF</p> <p>KEY WORKERS</p> <p>Paul Freeman and Key worker</p>	<p>Ongoing</p> <p>Implemented with staff on 2nd September 2020</p> <p>Every music class</p>	<p>Risk assessment updated post-implementation 4th September 2020</p>

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			<p>ocarina lessons in forward facing rows at their desks.</p> <p>Age appropriate guidance for children to support them in keeping themselves safe. Grace & Courtesy for coughing/sneezing into a tissue, safe disposal of tissue, followed by hand washing.</p> <p>Children's emotional well-being of utmost importance, hence friendship pods that allow togetherness and a sense of normality.</p> <p>Teachers to support and guide children in staying safe through modelling hand washing, positive language and gentle guidance.</p>								
2	Drop off/collection	ALL – contract or spread Covid-19	<p>Staggered drop off and pick up times.</p> <p>Observe social distancing of 2 metres on drive and if there is a queue at the doors.</p> <p>Parents not to sign their children in or out for the duration of pandemic.</p> <p>One parent only per household to drop off and pick up.</p> <p>The main entrance is only to be used by children in zone 1 (Deniz). Other children using one of three other entrances according to the pod they are in.</p>	2	3	6	L	<p>Monitor and guide</p> <p>Monitor and guide</p> <p>Monitor and guide children</p>	<p>PARENTS</p> <p>PARENTS STAFF TO MONITOR</p> <p>KEY WORKERS</p>	<p>Every day</p>	<p>Ongoing</p> <p>Ongoing</p>
			<p>Staff member on hand on drive to direct at drop off on first two days or until systems are clear to all.</p>					<p>EW on drive for first drops offs and then to monitor. Teachers to redirect from entrance doors if necessary thereafter.</p>	<p>EW, then key workers at each entrance</p>	<p>Every day</p>	
3	Isolation periods		<p>14 days isolation period after onset of symptoms for all household members.</p> <p>10 day isolation for anyone with Covid-19.</p> <p>Follow government guidance on travel.</p>	2	4	8	L		<p>PARENTS STAFF Head teacher</p>	<p>IF there is a Covid case</p> <p>When families have</p>	

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										travelled from a non-corridor country or area	
			Interview with head teacher before returning to school.						Emma Wetherley PARENTS STAFF MEMBER		
4	Sickness/illness (staff & children)		Children and staff must be symptom free to attend school. Temperature of children or adults will be taken if deemed necessary.	3	3	9	L		ALL STAFF	AT ALL TIMES	Ongoing
			If a child or staff member is ill and shows symptoms of Covid-19, then that person must self-isolate according to government guidelines.						Person with Covid-19 and family/persons living with them	When necessary	Ongoing
5	Emergency contact details/procedures		Full details already on file.						PARENTS LUCY PARKINSON GADD Emma Wetherley	First day of term	Ongoing
			Parents please update if there are any changes to this due to Covid-19.						PARENTS LUCY PARKINSON GADD	Ongoing	Ongoing
6	Use of toilet and Handwashing Provision	Mainly children though adults too	Ensure bathroom does not become overcrowded. Staggered use of bathroom (by pod). Liquid soap and paper hand towels in place. Hand washing carried out on arrival, before and after food and after every transition (everyone).	1	2	2	Very Low	Teach the older children how to check the bathroom is vacant before entering.	ALL STAFF & CHILDREN	Ongoing	Ongoing
								ALL STAFF TO CHECK	DAILY	Ongoing	

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			Hand sanitiser to be used between activities.						STOCKS BY BEING OBSERVANT KEY WORKER CHECK SUPPLIES EACH MORNING	Ongoing	Ongoing
7	Transmission through touching equipment		<p>Children and teachers wash hands on arrival at school.</p> <p>Children and teachers sanitise between activities.</p> <p>Daily enhanced cleaning of equipment and furniture using disinfectant and hot water on all surfaces and equipment.</p> <p>Communal areas - touch points (door handles/toilets), tables, chairs and frequently used equipment cleaned throughout the day (see schedule in bathroom).</p>	2	2	4	L	<p>Daily enhanced cleaning of equipment, furniture and floors.</p> <p>Regular cleaning of touch points throughout the day.</p>	<p>KEY WORKERS</p> <p>EACH STAFF MEMBER is responsible for their own pod</p> <p>ALL STAFF</p>	<p>DAILY</p> <p>DAILY</p> <p>See cleaning schedule in bathroom</p>	ongoing
			<p>Washing hands more often than usual for 20 seconds (to the tune of 'wash, wash, wash your hands' X 2)</p> <p>Between use of each piece of equipment the children will hand sanitise. If a child is seen to put their fingers in their mouth the equipment they have been using will be discretely removed and cleaned.</p> <p>Soft toys, rugs and bean bags removed. Sand-pit not in use.</p> <p>Children (parents) asked not to bring items in from home, unless absolutely necessary for the child's emotional well-being (young children with muslin). Where this may be necessary for a child the muslin should be fresh and clean and arrive in the child's bag.</p>					<p>Model good handwashing practices to the children.</p> <p>Monitor and guide throughout the day. Remind when observed necessary. Support and guide.</p> <p>Monitor and remove if necessary.</p>	<p>KEY WORKERS</p> <p>KEY WORKERS</p> <p>PARENTS & KEY WORKERS</p>	ongoing	ongoing
			<p>Children work in small friendship pods to a maximum 8 children.</p>	2	2	4	L		Key worker for pod		

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8	Sharing of resources	Teachers	Children work at individual tables which are theirs for the duration & for all activities, including snack and lunch.					Communicated to all. Staff notified. Clean after every use.	KEY WORKERS	DAY 1	May be ongoing
			To minimise the risks associated with shared resources, children are provided with their own set of stationery/tools. Hand sanitiser to be used between activities.						ALL STAFF		Ongoing
			Soft toys and sand-pit not in use. Staff to bring own cold lunch and flask to minimise high touch point risk. Wet wipes next to phones and photocopier to be used after every use.						ALL STAFF	Ongoing	Ongoing
9	Using outdoor space and equipment		Each pod has a designated entrance, which must be used every time the pods enter or exit the building.	1	2	2	Very Low		KEY WORKERS	Every music class	
			Sufficient garden benches to allow each friendship pod to eat lunch in the garden under social distancing measures (weather permitting).						KEY WORKERS		
			Staggered music classes for each pod, which will take place in the garden, weather permitting						Paul Freeman & Key worker		
			In poor weather, music classes will take place within each designated pod area. The children will be seated in forward facing rows.						KEY WORKERS		
			Mud kitchen cleaned using anti-bacterial spray and a disposable cloth/paper towel after use by each pod.						George Farelly & Key workers		
Sport non-contact. GF pod does sport first, then sport for pods 1 and 2. Children arrive at school wearing sports kit.	KEY WORKERS	After use									
Large spacious garden for use at play time. Staggered garden time; at very busy times multiple pods may share the garden but must be in different areas.		Each sport lesson									
Children to wash hands when returning from the garden.		On return from garden									

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10	Lack of PPE protection against transmission	Staff and children may contract and spread Covid-19	Teachers of young children advised not to wear PPE per DfE guidance, other than for first aid or if there is a suspected case on site. Staff advised to use normal PPE for intimate care.	1	2	2	Very Low	Daily check of PPE kits 1) In the bathroom for intimate care 2) In office for suspected case 3) In adult loo sick bay box	EW daily H & S check ALL STAFF to restock 3 areas when stocks are low – eg. last box	ongoing	ongoing
			PPE available should a case of Covid-19 arise in school hours; this to be used by person caring for individual with suspected case.								
11	Supply of food		Parents to provide water bottle and lunch in easy to open containers. Cold lunches only. Staff to bring own drinks and food. Handwashing before and after food. School is providing snack. Food hygiene procedures followed.	1	2	2	L		PARENTS ALL STAFF	ongoing	ongoing
12	Transport		The school is not easily accessible by public transport. Car sharing ideally only for children in the same pod. When car sharing good ventilation and face masks for children over 12 years and adults is required. Outings from the setting are cancelled other than woodland walks and local outdoor visits in pod only. Encourage families to walk or cycle to school where possible – this may be difficult for many of our families as we are non-city based school.	1	3	3	L		PARENTS	ongoing	ongoing
13	COSSH		All potentially dangerous substances and PPE safely stored in designated cleaning materials area.	1	3	3	L		ALL STAFF	ongoing	ongoing
14	RIDDOR	Case or suspected case of Covid-19 Single Confirmed case of Covid-19	For single suspected case contact H1OW@phe.gov.uk Contact PHE SE HPT on 03442253861					See flowchart .	ALL STAFF	ongoing	ongoing

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		2 + confirmed cases in same group	Contact PHE SE HPT on 03442253861								
15	Vulnerable adults/children		Vulnerable children prioritised for a place during a lockdown. SenCo and DSLs responsible as normal. Parents of child or family member vulnerable to Covid-19, i.e. critically extremely vulnerable, to communicate concerns to key worker and head teacher.						Caroline Imi Emma Wetherley ALL STAFF	ongoing	ongoing
16	Responding to a suspected case at school	ALL and the persons' family	Individual with suspected case to be isolated in the school office (sick room). Windows to be opened for ventilation and appropriate adult supervision to be provided at a distance of 2m where possible. This may be different where a child is very young, upset or vulnerable. PPE to be worn by supervising adult, if within 2 meters. PPE: <ul style="list-style-type: none"> - Fluid resistant surgical face-mask - Disposable gloves & apron - If risk assessment determines there is a risk of splashing to the eyes through vomiting, coughing or spitting, then eye protection should also be worn. Parent/guardian to collect child immediately. Testing advised/test available at school. Quarantine as per government health advice. Once child has been collected, the supervising adult must remove PPE. Covid-19 related waste should be double-bagged and stored for 72 hours before usual disposal. The adult must then thoroughly wash their hands, go home, change, shower and return to work time permitting. The contaminated areas of school should be cleaned using disposable cloths/paper roll, disposable mop heads	3	4	12	M	Follow controls when needed	ALL STAFF as appropriate	When required	Suspected case

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			to clean hard surfaces. Use a combined detergent and disinfectant								
17	Use of communal internal spaces	ALL	<p>The main entrance is only to be used by children in zone 1. Other children using one of three other entrances according to the zone they are in. Staff inducted. Staggered drop off and pick up times. Parents not required to sign their children in or out.</p> <p>One parent only per household to drop off and pick up at a 2-meter distance from other families.</p> <p>Ensure bathroom does not become overcrowded.</p> <p>Staggered use of bathroom (by pod). Liquid soap and paper hand towels in place.</p> <p>Cloakroom – only to be used by the children in Zone 1. Children in other zones will place their belongings in their own box (personalised to make it to special to them).</p>	2	3	6	L	Monitor and guide	ALL STAFF	Ongoing	Ongoing
	Respiratory contagion	All	<p>Ensure good respiratory hygiene – catch it, bin it, kill it.</p> <p>Tissues and tissue bins available in all pods. Handwashing or sanitising after binning tissue.</p> <p>Increased ventilation – windows to be opened in each pod to reduce the risk of respiratory contagion</p>	3	4	12		Windows to be opened in each pod every day.	ALL STAFF	DAILY	Ongoing
	Potential gaps in Safeguarding	Children	<p>Staffing responsibilities clear.</p> <p>Emma Wetherley – Designated Safeguarding Lead</p> <p>Caroline Imi – Deputy Designated Safeguarding Lead</p> <p>All staff trained in Safeguarding and child protection measures.</p>					To listen and pay attention to the children. To look for any changes in behaviour that draw attention to the possibility of a child being at risk.	ALL	Ongoing / daily and in particular when children return	Ongoing
	Visitors	All	<p>No non-essential visitors to site. Essential visitors such as those who carry out annual electrical and fire protection tests do so after 4.15 pm. once the children and teaching team</p>					ALL visits booked in advance for after school/out of term hours.	Emma Wetherley	As appropriate	Ongoing

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			<p>has left. Emma Wetherley will meet the visitor/engineer and ensure all precautions are taken to reduce the visitor's contact with surfaces; she will carry out a thorough clean of all equipment that has been handled. Prospective families to visit the school after 4.15 pm. Emma Wetherley to show around.</p> <p>New child orientation to be carried out by regular visits out of school hours, where possible.</p> <p>New child introductory mornings to be up to an hour if a parent stays with a child. The parent should socially distance from teachers where possible.</p> <p>All visitors to the school are required to provide contact details so that they can be tracked and traced in the event of a case of Covid-19.</p>					Track and trace system in place in visitor book.	Emma Wetherley	As appropriate	Ongoing

Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculation we multiply $1 \times 4 = 4$. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key.

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Rating Key:

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.

Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.