

Effra Risk Assessment for September 2020: autumn term opening

Please refer to following key documents:

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[Guidance for full opening: schools - GOV.UK](#)

[COVID-19: guidance for households with possible coronavirus infection](#)

<https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/>

Lambeth School Partnership: School full opening guidance - 24.08.2020

Lambeth risk assessment included at the end of this document for reference to risk rating.

Area of risk	Risk description	Risk assessment see key			Risk treatment measure/s	Action by whom	Residual risk assessment			Outcome
		Occurrence	Harm	Risk rating			Occurrence	Harm	Risk rating	
Risk assessment does not reflect current risk levels or nature of risk	Changes in national, local or internal centre risk factors are not incorporated into RA.	2	2	4	HOS review risk assessment weekly or when necessary as new risks become apparent and to reflect latest national and local guidance. Staff briefed to ensure they remain vigilant and that emerging concerns are communicated to HOS Risk assessment is updated to reflect any change in risks and amended RA is communicated to staff, parents, governors etc ASAP.	HOS, EHT, Govs. All staff	2	1	2	low
Increased risk to vulnerable staff if infected by Covid-19	Risk to vulnerable staff or those living in households with vulnerable family members	3	1	5	See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable Individual RAs to be put in place for vulnerable staff members. Consideration given to BAME staff, regarding research and Lambeth guidance. This will be discussed with individual staff where there are concerns.	HOS EHT	2	1	2	low
Insufficient number of staff available to ensure	Depleted available staff numbers put pressure on ratios.	3	1	3	Have bank of reserve staff who can be available in the case of staff absence.	HOS	2	1	2	low

safety and maintain legal ratios.	Possibility of non-attendance by staff because of illness, family/child care issues or illness or requirement to self isolate. Staff falling unwell or presenting as symptomatic having to go home.				Consider shared availability of cover staff from other federation schools. Ensure adequate contingency plans for contacting parents to keep children at home/collect children if staffing is inadequate or becomes inadequate.					
Person to person transmission of Covid-19 virus	Infected staff member or child in an environment where social distancing cannot be maintained directly infects others	3	3	9	No-one displaying possible symptom or with someone in their household displaying symptoms must not enter site. Notices to be posted at entrances and advice to be regularly sent out to parents/carers and staff with advice about identifying symptoms and action to take. See : https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Details of testing process to be disseminated to staff and parents/carers. See: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ Lambeth's Local Outbreak Prevention, Preparedness and Control will also be disseminated to staff and parents/adults. Advice posters to be put up in prominent places (eg entry points, staff room, lobby area).	HOS All staff Admin staff	2	2	4	medium
	Widening of potential contacts increases risk of transmission	3	3	9	Children to be assigned to two age-defined bubbles which will be situated in different rooms (ie 2 -3s in childcare rooms, 3-4s in nursery classroom). There should be no contact between children from different bubbles. Each group will have access to their own outdoor area. Staff teams in each bubble should remain stable. Movement of staff between bubbles must be minimised and only when essential. Children will eat lunch within their bubble. Children will enter/exit bubbles using separate entrances:2 -3s will use Barnwell Road entrance, 3-4s will use Effra Parade entrance. Drop off and pick up times will be staggered to minimise risk of large numbers of parents & children being together and unable to maintain appropriate social distancing.	HOS All staff	2	2	4	medium

	Potential transmission by staff or adults/visitors across pods.	2	3	6	<p>Only one parent/carer to drop off/collect.</p> <p>Parent/carer to be encouraged to wear mask when dropping off.</p> <p>No parents/carers to enter site unless in an emergency.</p> <p>Hand sanitiser to be made available in key areas (eg main entrances into building, staff room, office reception). Admin staff will remind staff/visitors to sanitise on entry No visitors to enter site unless providing essential services, or parents/carers in an emergency. Visitors to be informed of measures in place to minimise risk of infection - washing hands and maintaining social distancing.</p> <p>Staff to maintain 2 metre social distancing from each other as far as is practicable when in contact with children.</p> <p>Staff to maintain 2 metre social distancing in all areas at all times (eg in staff room, foyer on arrival, in offices) when not in contact with children and moving around centre.</p> <p>Staff to be strongly encouraged to wear masks/face coverings when not in contact with children and moving around centre.</p> <p>Admin staff to be vigilant about social distancing when moving around office as there exist a number of pinch-points. Individual staff to take responsibility for cleaning their own equipment e.g. keyboard, handset, mouse etc. regularly and be particularly vigilant when desk space is used by a different staff member.</p> <p>Maintain social distancing in all office areas and observe social distancing floor markings.</p> <p>Staff, other than admin staff, not to enter office unless necessary and with agreement of office staff.</p> <p>Number of staff in staff room to be limited to a maximum of 4 with social distancing.. Only 1 member of staff to be seated at small high table. Staff to be encouraged to use outdoor area next to staffroom when weather conditions allow. Quiet Noisy room to be made available as overspill staffroom, limited to a maximum of 4.</p> <p>Only one staff member at a time to use PPA room.</p> <p>Other staff on site (eg SLT, Admin staff) minimise entry into bubbles and wear a mask/face coverings.</p> <p>Only essential staff meetings/training to be held. Social distancing must be observed and masks/face coverings worn as appropriate. Necessary meetings should take place virtually or in small groups where social distancing can be maintained.</p>	<p>HOS</p> <p>All staff</p> <p>Housekeeper</p> <p>Admin Staff</p>	1	2	2	low
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<p>Inadequate personal hygiene practices may lead to transmission of virus</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Ensure current Public Health notices displayed around school.</p> <p>Children and staff to observe strict handwashing protocol on every occasion when entering site.</p> <p>Children to wash hands regularly (every hour at signal and when using toilet etc), after using toilet, after coughing sneezing, before eating. Adults to support and model this.</p> <p>Children and staff to wash hands when leaving bubbles.</p> <p>Staff to provide daily reminder/lesson on handwashing accompanied by appropriate song/actions.</p> <p>'Catch it, Bin it, Kill it' respiratory hygiene practices to be observed and children to be actively supported by staff to observe their practices.</p> <p>Hand sanitiser to be made available in key areas (eg main entrances into building, staff room, office reception).</p> <p>Staff/visitors to sanitise hands on entering building.</p>	<p>HOS</p> <p>All staff</p> <p>Admin staff</p> <p>Premises officer</p> <p>Housekeeper</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>low</p>
<p>Possible transmission of virus between parents or parent to staff</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Parents/carers to maintain social distancing at drop off/collection times. Pavements to be appropriately marked outside gates and reminder notices displayed.</p> <p>Both bubbles to have staggered drop off/pick up times to minimise contact between parents/cares and to enable social distancing to be practiced.</p> <p>Parents/carers of children in nursery bubble to enter by Effra Parade entrance and exit by fire exit gate onto Effra Parade. This gate opens out into the street and will need to be supervised at all times by a staff member when in use.</p> <p>Parents/carers of children in nursery bubble to have 15 minute slots for dropoff/collection. Parents to bring children into nursery outdoor area and wait with child until key persons open door. Children will enter classroom unaccompanied. A staff member will be available outside to support.</p> <p>During pick up time slot parents/carers to wait in nursery outdoor area for children who will be released from classroom door or, weather permitting, from verandah area where their group will be waiting.</p> <p>Parents/carers dropping off /collecting from childcare to be admitted through Barnwell Road entrance but not to come in beyond the small wooden gate.</p>	<p>HOS</p> <p>Premises officer</p> <p>All staff</p> <p>Admin staff</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>medium</p>

					<p>Parents and staff must observe social distancing at ALL times in outdoor areas.</p> <p>If child shows reluctance to separate or displays distress, no physical contact should take place between staff member and parent in order to hand over child.</p> <p>These expectations to be clearly communicated to parents/carers.</p>					
<p>Covid-19 virus transmitted from the environment (surfaces, door handles, toys, other items, etc)</p>	<p>Inadequate or irregular cleaning could result in transmission of virus from contaminated surfaces/resources.</p>	2	3		<p>See: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Regular cleaning of all frequently touched surfaces (table tops, door handles, buttons, toilet handles, toilet seats, light switches etc.). This is to be carried out at least 4 times daily. To include the main gate - wooden bars and notices and the door entry button on the pavement.</p> <p>Where possible, doors to be propped open to avoid repeated use of handles.</p> <p>Cleaning of frequently handled resources and toys to be carried out as far as possible at end of each session.</p> <p>Thorough cleaning of resources/toys etc to be carried out prior to resources being used by another bubble/group.</p> <p>Resources/toys not to be shared or rotated between groups.</p> <p>Regular cleaning of any shared IT equipment.</p> <p>Liaise with cleaning contractor to ensure an adequate cleaning protocol is in place.</p> <p>Cleaning to be monitored on a daily basis.</p> <p>Ensure cleaning materials available in adult toilets to enable cleaning between uses.</p>	<p>HOS All staff Housekeeper Premises officer Admin staff Cleaning contractor</p>	1	2	2	low
	<p>Risk of transmission from items that are difficult to clean or cannot be cleaned</p>	3	2	6	<p>No sand play to be provided.</p> <p>All soft toys, dressing up clothes, soft furnishings and other similar items that may harbour virus but cannot be easily cleaned/wiped down to be removed from the environment.</p>	<p>HOS All staff Premises officer Housekeeper</p>	1	2	2	low
	<p>Risk of transmission from furnishings and items in staff room</p>	3	2	6	<p>Remove all existing furnishings with fabric covers and replace with washable plastic seats which should be placed 2 metres apart.</p>	<p>HOS All staff Premises officer Housekeeper</p>	1	2	2	low

					<p>Ensure adequate supply of appropriate cleaning materials are available to enable cleaning of chairs/surfaces between users, and of touchpoints in food preparation area.</p> <p>Remind staff of importance of used crockery/cutlery etc being placed into dishwasher immediately after use</p> <p>Ensure cooker, kettle, microwave oven, etc regularly cleaned between uses.</p>					
	Risk of transmission in shared areas	3	2	6	<p>Staff groups to be designated different toilets in order to reduce likelihood of contamination. These to be clearly signposted with one toilet also designated for onsite visitors. Admin and SLT not to use the same toilet to ensure business continuity in case of an outbreak.</p>	All staff	1	2	2	low
	Risk of transmission by children when eating lunch, snacks, having drinks etc	3	2	6	<p>Children to be closely supervised at lunchtimes to ensure they are not touching each other's food, cutlery, plates, drinks, etc. If this occurs they must immediately be replaced.</p> <p>Children to bring in own marked water bottle to avoid sharing beakers. Regular supervised drink breaks to take place during sessions to ensure children are not using each other's bottles.</p> <p>Children to bring in their own fruit snack in a marked small container. As above, snack breaks to be supervised.</p> <p>Forest school activities to be closely supervised to ensure there is no sharing of cups. Staff to hygienically share out popcorn to children.</p>	Key persons SC	1	2	2	low
Child or adult presents as symptomatic	Child with symptoms of COVID 19 - risk of transmission of virus.	3	3	9	<p>See above (ie) Advice to be sent out to parents/carers and staff with advice about identifying symptoms and action to take. See: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance and https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/</p> <p>Child displaying symptoms to be immediately isolated in Quiet Noisy room which must immediately cease being used as a staff room.. They must not travel through other pods. One staff member to remain with the child and to wear PPE.</p> <p>Ensure there are staff members who have agreed to do this, and that they are familiar with donning, taking off, and disposing of PPE</p> <p>Parents to be called immediately to collect child and child to remain in isolation with staff member until collected.</p>	HOS All staff	2	2	4	medium

					<p>Ensure room is ventilated and that adequate supply of tissues and means of disposal available.</p> <p>If child or adult need to use the toilet they must use the adult toilet next to head's office which will then be sealed closed until appropriate cleaning has taken place.</p> <p>When collected child to be taken by adult to entrance gate unless they are too unwell when parent will come into centre to collect child, but must maintain social distancing.</p> <p>Parent to be advised re: testing (leaflet to be available containing necessary information). Child and family must self-isolate for 10 days from onset of symptoms (or 14 days for other family members) unless there is a negative test result.</p> <p>Ensure all staff are aware of above protocol and have appropriate understanding of symptoms requiring immediate action.</p> <p>If test is positive families/staff members to be advised on appropriate course of action. EHT, Lambeth, Health Protection Agency and any other bodies to be informed as required.</p> <p>London Coronavirus Response Cell: 0300 303 0450</p> <p>Local authority SPoC: publichealth@lambeth.gov.uk</p> <p>Action to close bubble or advise contacts to self-isolate will be based on advice provided by the local health protection team.</p> <p>All affected areas to be sealed shut with NO ENTRY signs prominently displayed until they can be appropriately cleaned.</p> <p>Ensure Meeting room is equipped with -</p> <ul style="list-style-type: none"> • PPE- visor, apron, gloves. • Toys/resources for child while waiting • Food/drink • First aid supplies (trip first aid kit?) 					
Staff member presents with symptoms of Covid-19. Risk of transmission of virus	3	3	9	See: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	HOS All staff	2	2	4	medium	

					<p>And https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> <p>Staff member to go home immediately, self-isolate and book a Covid-19 test.</p> <p>Staff member to inform HOS immediately when test results are available.</p> <p>Staff member to be advised of testing procedure. All staff to be provided with advice about testing procedure. Regular reminders should be provided to staff.</p> <p>Staff to be mindful of children/other staff they have been in close contact with as track and trace procedures will require them to identify these staff.</p>					
Environment, layout and resourcing	Risk of transmission increases if contact between bubbles is not reduced to a minimum	3	3	9	<p>Each bubble to occupy clearly defined location and have individual access to outside space.</p> <p>All staff to be made aware that there should be minimal movement of staff or children between bubbles</p> <p>All necessary items to be available in each bubble (eg)</p> <ul style="list-style-type: none"> • Gloves and aprons • Changing book • Accident book • First aid kit • Spare clothes • Disinfectant spray and yellow cloths • Access to drinking water. • Hand sanitiser <p>and replenished daily as needed.</p> <p>Items that may need replenishing to be available in plentiful supply in admin office and to be taken into bubble at beginning of day prior to arrival of children.</p>	HOS All staff Housekeeper Admin team Catering staff	1	2	2	low
	Spread of the virus	3	3	9	<p>All windows to be open at all times. External doors to be kept open when safety considerations allow.</p> <p>Maximum ventilation to be provide throughout the centre.</p> <p>Outdoor play and activities to be encouraged as much as possible.</p>	All staff Premises officer	2	2	2	low
	Resources - remove or limit soft toys/furnishings and equipment with intricate parts	3	3	9	<p>Limit resources in the home corner (food, dressing up, soft toys) for ease of cleaning.</p> <p>Remove sand resources. Staff to carefully monitor water, dough and creative areas and review and assess potential risk of infection.</p>	HOS All staff Premises officer	1	2	2	low

	This will significantly impact on learning opportunities.				No lending library.					
	Risk of infection - increased cleaning of resources in pods	3	3	9	Cleaning schedule to be included in the structure of pods. Share with all staff and clearly displayed.	HOS All staff Housekeeper Cleaning contractor	1	2	2	low
Fire safety	Although fire evacuation routes are unaltered there is potential for close contact between staff during evacuation.	3	3	9	Whilst giving the highest priority to safe evacuation, adults should as far as possible adhere to social distancing and avoid contact between bubbles during any evacuation or practice.	HOS All Staff	2	1	2	low
Possible detrimental impact on mental health or wellbeing for both children and staff	Individual children may have developed anxieties or have experienced family bereavements or serious illness.	2	2	4	See: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing And https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing All staff to access trauma informed training webinars. Staff meeting session to be held to facilitate discussion around content of webinars. Ensure that staff are briefed and are alert to, and extra vigilant about, any indications of mental health/wellbeing problems amongst children and that these are appropriately managed using normal procedures. ie reported to SENCO, discussion with parents etc. necessary support provided. If required, staff to provide: <ul style="list-style-type: none"> opportunities for children to talk about their experiences of the past few weeks opportunities for one-to-one conversations with trusted adults where this may be supportive pastoral activity, such as positive opportunities to renew and develop friendships and peer relationships. 	All staff SENCO	2	1	2	low
	Staff may have anxieties or have experienced family bereavements or serious illness. They may have experienced financial hardship personally or amongst family members. They may have felt sense of isolation etc.	2	2	4	Staff to be encouraged to seek support if they have or continue to experience any of these issues. SLT member to signpost staff member to appropriate support agencies or networks. Contact to be made with union reps if deemed appropriate and requested by staff member.	HOS All staff Union Reps	2	1	2	low

Safeguarding concerns following lockdown	Potential for safeguarding issues to escalate during lockdown as a result of families experiencing additional pressures	2	2	4	Staff to be reminded of safeguarding procedures and of need to be vigilant following lockdown. Reminder of signs to be aware of. Safeguarding policy to be amended in line with government/local authority guidance Ensure DSL always on site.	HOS DSLs All staff	2	2	4	medium
Potential for communication with parents to be adversely impacted	Parents unable to communicate directly or face to face with child's key person or other staff members. Important information may not be conveyed	3	2	6	Information to be sent to parents outlining how to communicate with Effra and emphasising importance of passing on necessary information even if this can no longer be achieved by previous informal face-to-face contact. Message must be clear that all information is still important. Ensure communication in-house is robust, that there is a central point of contact which is available at agreed times, and that information received centrally is relayed to appropriate staff members in bubbles. Ensure this is adequately disseminated.	HOS Admin staff	1	2		low
Disruption to usual highly effective settling in procedures.	Parents unable to enter building to support new children to settle in. This is likely to result in increased reluctance, and distress amongst families during this process.	2	2	4	Key people to inform parents/carers that they cannot enter nursery or childcare and discuss potential settling-in difficulties with parents/carers at school meetings in order to prepare for, and agree strategies. Allow for a potentially protracted settling in process and provide flexibility. Use a range of strategies with child (eg child's interests, photos, visual timetables, stories, social stories, etc) and, if required, virtual meetings with parents. In cases where these strategies are not effective and child is displaying continuing distress, parent/carer could be invited to support settling in by remaining with child in outside area but required to observe social distancing and encouraged to wear a face covering/mask (or provided with a face shield). No more than 3 parents/carers to support settling-in in outdoor area at any time. Parents/carers to wait on first and any subsequent settling-in days in foyer (no more than 3 parents) or on outside bench by community room window.	HOS, all staff	2	1	2	low
Children with care plans and medical conditions	Children at increased risk of infection to COVID-19	3	3	9	Children in the clinically extremely vulnerable category are encouraged to stay at home. Regular contact will be arranged with key person and activities ideas shared. All care plans to be located in the child's pod for easy access. Medication to be stored centrally in admin office.	HOS SENCO All staff	2	2	4	medium
Children failing to	Potential safeguarding	1	3	3	Admin staff/HOS call family to ascertain reasons for non-attendance. If no response make home visit and enquiries with children's centres.	HOS, Admin team				low

return to nursery at full opening in September	concerns.				Report to Local authority if there is cause for concern.					
Children with SEND	Support for children with high levels of need.	2	3	6	<p>Support will be given to each child to try and meet their needs.</p> <p>Parents reminded that the typical support and interventions in place will be amended to ensure all children remain safe.</p> <p>Some children may be supported by a different adult than their usual 1-1.</p> <p>Children with sensory needs who may lick or mouth objects to be provided with a chew buddy at all times in addition to a high level of support.</p> <p>Children who are prone to bite or spit will require extremely vigilant and intense support. Staff can be provided with PPE if required.</p>	SENCO All staff	2	2	4	medium
Minor or serious accidents/injuries	Normal accident and emergency procedures fail during pod arrangement	3	3	9	<p>Ensure at least one staff member in each bubble has current paediatric first aid qualification.</p> <p>All pods to have phone access in case of emergencies</p> <p>Staff to be informed of changes to accident/emergency procedures necessitated by pod arrangement.</p> <p>All pods will require access to a first aid kit.</p> <p>In event of emergency remove children from the area and one staff member and child to await ambulance arrival. All other pods to move to the furthest space (inside pod).</p> <p>Accident procedures will remain unchanged. Phone calls to parents to be made by admin staff. Information to be relayed to admin staff by phone available in pod.</p> <p>If child requires collection they will be taken to pod exit to be handed to parent/carer unless a more severe injury necessitates parent/carer entering building.</p>	HOS All staff Admin Staff	2	1	2	low

Risk assessment completed by:	Rob Jenner Acting Co-Heads Clare Bradley } of School	Date: 08.09.2020	
Signature:	Rob Jenner Clare Bradley	Date: 08.09.2020	
Signed by E. Headteacher:	Rachel Hedley	Date:	Email received
Signed by Chair of Governors:		Date:	
Signed by individual:		Date:	

RISK LEVEL ESTIMATOR				
SEVERITY OF HARM		SLIGHTLY HARMFUL 1	HARMFUL 2	EXTREMELY HARMFUL 3
LIKELIHOOD OF HARM				
HIGHLY UNLIKELY OCCURRENCE	1	Low 1	Low 2	Medium 3
UNLIKELY OCCURRENCE	2	Low 2	Medium 4	High 6
LIKELY OCCURRENCE	3	Medium 3	High 6	High 9
RISK BASED CONTROL PLAN				
RISK LEVEL		ACTION AND TIME SCALE		
Low	1	No action is required and no documentary records need to be kept.		
Low	2	No additional precautions are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.		
Medium	3 & 4	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the medium risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.		
High	6	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The OHS Team should also be contacted for advice.		
High	9	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The OHS Team should also be contacted for advice.		
NOTE: Low means that risk has been reduced to the lowest level that is reasonably practicable				