

## Blackpool Council Risk Assessment Form

**Directorate:** Children' Services

**Date of Assessment:** 23.05.20

**Section:** Education

**Assessment Team:** Karen Appleby – Head Teacher  
Lucy Cross – Deputy Head Teacher

**Name of School/Establishment:** Kincaig Primary School and Nursery

**The EYFS Maintained School Provision for 2, 3 and 4 year olds and children in Reception.**

**Important Note:**

- Please read this risk assessment in conjunction with the risk assessments already completed prior to the outbreak of COVID-19, the COVID 19 Staff handbook and additional risk assessment. These are additional measures which have been risk assessed to prevent the spread of infection and maintain social distancing as recommended in the government guidance.
- The safety of our children, staff and parents is our prime consideration throughout this time. Please note that any reference to 'staff' in this document refers to every member of staff in school regardless of their individual role.

What is the Hazard?	What is the <b>Potential</b> Harm?	Who is at Risk?	Controls In Place	Likelihood after controls	Severity after controls	Risk Rating after controls	Further Potential Controls
'Bubble Sizes'	Increased contact with others which will increase the risk of spreading the infection.	Pupils Staff	<ul style="list-style-type: none"> <li>• Classrooms have been audited to deem an appropriate number of children for each room and area of space.</li> <li>• Currently the 2, 3 and 4 year olds share a space. This has been changed to ensure the 2 year olds are separate, creating a toddler bubble, pre-school bubble and Reception bubble. This will minimise the contact these children have with each other and enable us to reduce the risk.</li> <li>• Each bubble has been allocated an agreed number of children that will not mix.                             <ul style="list-style-type: none"> <li>- Reception -30 children</li> </ul> </li> </ul>	Medium	High	High	

			<ul style="list-style-type: none"> <li>- Pre-School -16 children</li> <li>- Toddlers – 8 children</li> <li>• In Reception, to ensure and reduce the risk. Children will be grouped within the bubble to smaller groups of 6.</li> <li>• In Reception, children will be allocated a table, area in which they can access the provision. They will be encouraged to remain in their groups at all times when carrying out activities.</li> <li>• In Pre-School, markers will be placed around the room to identify areas where the children can access. These will be placed at least 1m+ apart and will support the younger children maintaining the social distancing guidelines whilst still accessing continuous provision.</li> <li>• In Toddlers, the children will interact with only the other children in their bubble and not have access to other bubbles. This is due to their age and level of understanding.</li> </ul>				
EYFS Classroom Layouts	Classroom layouts do not allow for social distancing to be adhered to and therefore increase the risk of the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> <li>• All areas have been remodelled. In Reception, we have added more chairs and desks to support group activities and social distancing, removing some of the larger furniture into storage, allowing more room.</li> <li>• Nursery furniture has been removed to create a space to pod activities to support social distancing.</li> <li>• Storage shelves and book cases have been emptied and replaced with allocated resources for individual bubbles. These are limited and specifically chosen.</li> <li>• All immersive resources, soft furnishings, fabrics and materials have been removed.</li> <li>• All fabric seating has been removed.</li> <li>• Children not to sit on the carpet at any time. The carpet area has been replaced with chairs in</li> </ul>	Medium	High	High	

			<p>Reception and wipe down floor coverings in Nursery.</p> <ul style="list-style-type: none"> <li>• No hanging resources or objects at child’s level.</li> <li>• Clear signage has been displayed in classrooms and around school promoting social distancing.</li> <li>• Windows need to be open at all times where possible to aid ventilation.</li> </ul>				
Entrance and Exits to classrooms	Groups of children and staff congregating.	Pupils Staff	<ul style="list-style-type: none"> <li>• Children and staff in to enter classrooms, ‘bubbles’ by the external classroom doors to reduce and minimise the usage of corridor spaces.</li> <li>• Circulation plans to be reviewed and revised. Where possible Staff and pupils will use external doors and outdoor routes.</li> <li>• One-way systems in place where possible.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Children in the Nursery and Reception Classes will only leave the nursery to access Outdoor Provision.</li> <li>• Pupils are regularly briefed regarding observing social distancing guidance where possible and age appropriate.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> <li>• Clear signage has been displayed in classrooms and around school promoting social distancing.</li> </ul>	Low	Medium	Medium	
Equipment and shared resources.	Children using the same resources that could pass on the virus.	Pupils	<ul style="list-style-type: none"> <li>• In all bubbles within the EYFS they will have their own resources that are allocated. These resources will remain in the bubbles for the duration and will not be mixed or shared with other EYFS bubbles.</li> <li>• In Reception, children will have allocated resources for continuous provision, alongside</li> </ul>	Medium	High	High	

			<p>smaller group resources for activities and work. These will include pencils, crayons and school equipment. Where possible children will not access the same resources within Reception on the same day. We will try and rotate between the 5 groups over the week, sterilising between each groups use. Limiting the contact.</p> <ul style="list-style-type: none"> <li>• Each child in Pre-School and Reception will be given a heavy-duty plastic reading book back to keep their reading books in. These can be wiped down and cleaned. No fabric book bags or back packs permitted into school.</li> <li>• Each 'bubble' will have a range of books to choose from each week. These books will be distributed amongst the children within the bubble. The bubbles will keep those books and then at the end of the week, all books will be placed in a box and will remain there for 7 days before being re-used.</li> <li>• Toys and resources to be wiped down at intervals throughout the day.</li> <li>• Staff to be vigilant and if observing a child place something in their mouth whilst playing, encourage child to remove, wait till they have finished and then place in sterilising fluids.</li> <li>• Regular discussions with children in EYFS about the importance of not putting toys in their mouths – do this through story/rhyme.</li> <li>• All resources will be sterilised at the end of each day in all three bubbles. These resources will not include any soft toys or fabrics, intricate toys or toys which could potentially trap the virus.</li> </ul>				
--	--	--	--	--	--	--	--

Access to drinking water.	Children gathering to use water dispensers.	Pupils Staff	<ul style="list-style-type: none"> <li>• Water dispenser not to be used.</li> <li>• Children will have access to fresh water every day from the sink in each room.</li> <li>• Children will bring in their own water bottles/sippee cups that will be kept with their own resources in Nursery/Reception.</li> <li>• All cups/bottles to be cleaned at the end of the day.</li> </ul>	Low	Low	Low	
Food and snacks	Children bringing snacks from home and cross-contamination occurring.	Pupils Staff	<ul style="list-style-type: none"> <li>• Children are encourage where possible to have a school provided lunch. Where this is not taken parents are advised to send a packed lunch into school with disposable contents.</li> <li>• All snacks will be provided by the school for all pupils.</li> <li>• Pupils will be encouraged to wash their hands for 20 seconds before and after any food consumption and where possible the use of disposable cutlery and packaging will be used to prevent the spread.</li> <li>• All packaging will be disposed of at the end of the meal times, double bagged and emptied.</li> <li>• Areas to be cleaned down before and after every meal time.</li> </ul>	Low	Medium	Medium	
Drop off and Collection of Children	Large groups of parents gathering together increasing risk of spreading the virus.	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Start and finish times are staggered. <ul style="list-style-type: none"> <li>- EYFS Nursery to arrive 8.45 – 11.45/12.15 3.15pm</li> <li>- EYFS Reception – 8.45 – 3.15pm</li> </ul> </li> <li>• The use of available entrances and exits are maximised. Using all external gate entrances.</li> <li>• 1 adult only to drop off and collect children to reduce amount of people congregating– parents have been informed of this.</li> <li>• No parents are allowed on school site – with social distancing guidelines being reinforced at entrances and exits through signage and</li> </ul>	Low	Medium	Medium	

			<p>floor/ground marking, including external drop off and pick up points.</p> <ul style="list-style-type: none"> <li>• Staff will collect children from the front of the school gate and walk to their classrooms, entering through external doors. This will reduce the risk of children huddling together and maintaining social distancing.</li> <li>• Weekly reminders to parents on the importance of adhering to social distancing measures at the arrival and departure times.</li> <li>• Supervision of social distancing on arrival led by members of SLT to ensure parents are adhering to the measures.</li> </ul>				
Children entering school who may have signs/symptoms of Covid 19	Children enter school with signs/symptoms and pass on the virus.		<ul style="list-style-type: none"> <li>• A table will be set up at the main gate to ensure each child anti-bacs their hands on arrival. Children displaying any signs/symptoms will be sent home immediately and asked self isolate for 7 days and to go and have a COVID test. If the test is negative they are able to return to school when they feel well to do so. If the test is positive they will be told to self-isolate for 14 days along with any member of their household.</li> <li>• Children who present signs whilst in school will be taken to the Oasis room and quarantined there till collection. The child will then be asked to again go and take a Covid 19 test. If positive they will be asked to self-isolate for 14 days along with any member of their household and the children and staff within the 'bubble' they are in. If found to be negative, the child may return to school once well enough to do so.</li> <li>• Staff must wear full PPE whilst supporting the child along with a visor.</li> <li>• All areas will be thoroughly cleaned in which the child has been and a deep-clean carried out.</li> </ul>	Medium	High	High	

Toilets/Toilet Breaks for children	Children gathering in toilet queues.	Pupils	<ul style="list-style-type: none"> <li>• Each EYFS bubble has their own toilet area. In both Reception and Nursery they have their own toilets. Specific toilets and sinks have been allocated to specific children/groups to minimise risk. These are indicated by pictures of the children.</li> <li>• Pupils know that they can only use one toilet at a time.</li> <li>• Pupils are encouraged to access the toilet during class/ throughout the day to avoid queues.</li> <li>• The toilets are cleaned frequently at different points throughout the day.</li> <li>• Monitoring by cleaning staff to ensure a constant supply of soap and paper towels are available.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly how to wash hands and young children are supervised in doing so.</li> <li>• Posters are displayed and rhymes are taught to support children in the handwashing process.</li> </ul>	Low	Medium	Medium	
Intimate Care/Nappy Changing	Children having accidents whereby they need changing or children still in nappies.	Pupils Staff	<ul style="list-style-type: none"> <li>• Read in line with Intimate Care Policy.</li> <li>• Staff to wear PPE when changing children. This includes the normal PPE of gloves and plastic apron, but also facial visor.</li> <li>• Staff member to change child and dispose of nappy in nappy bag – double bag and place in Nappy Bin. Nappy Bin to be emptied after every Nappy Cycle.</li> <li>• Staff spray down nappy changing facilities with cleaning fluid and wipe down thoroughly after every use.</li> <li>• Staff to wash hands and change gloves and aprons for every nappy change.</li> </ul>	Medium	High	High	

Staff Toilets	Staff gathering in toilet queues.	Staff	<ul style="list-style-type: none"> <li>• To reduce congregation of people at the staff toilets, staff have been advised to use toilets within the area they are working.</li> <li>• Nursery Staff to use Nursery toilet. Staff advised to wipe down seat before and after use.</li> <li>• Reception Staff to use Main Staff toilet.</li> <li>• No more than one person in and toilet block at any one time due to sizing and maintaining a 2m distance.</li> <li>• Staff are encouraged to access the toilet at different times, supported by staggered break/lunchtimes to prevent queueing</li> <li>• The toilets are cleaned frequently at different points throughout the day.</li> <li>• Monitoring by cleaning staff to ensure a constant supply of soap and paper towels are available.</li> <li>• Bins are emptied regularly.</li> <li>• Staff have been reminded of the importance to wash hands frequently and regularly for at least 20 seconds.</li> <li>• Signage placed in toilet areas to remind staff.</li> </ul>	Low	Medium	Medium	
Accessing Outdoors	Children gathering in larger groups.	Pupils	<ul style="list-style-type: none"> <li>• Break times are staggered with each 'bubble' allocated a specific area of space. External areas are designated for different groups. Nursery Playground – EYFS/Muga and large Playground when not in use.</li> <li>• Pupils are reminded about social distancing as break time/lunchtimes begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger children to support social distancing when outdoors.</li> <li>• Limited resources are available to prevent children from engaging in contact sports i.e. tig</li> </ul>	Low	Medium	Medium	



			<ul style="list-style-type: none"> <li>• Pupils wash their hands before and after eating.</li> <li>• All packed lunches to be eaten in their classroom sat in their seat at their table ensuring that social distancing guidelines are adhered to.</li> <li>• All children to bring or be provided with a pack lunch to be eaten in the classroom. Those provided will be brought to the classroom by a member of staff to reduce the risk of social distancing guidelines not being met.</li> <li>• Nursery children on part-time sessions to go home for lunch.</li> <li>• A cleaner will ensure that eating areas are cleaned thoroughly after lunch.</li> </ul>				
Uniforms/School Clothes.	The transmission of the virus through fabrics	Pupils Staff	<ul style="list-style-type: none"> <li>• Children to come to school in uniforms. Parents will be advised on the importance of washing the school uniforms regularly and how the germ can last on clothing for 72 hours. Where possible children need a fresh set of uniform on daily.</li> <li>• Some children in Nursery and Toddlers will wear their own clothes.</li> <li>• Children to bring a coat to school that will be placed on a coat peg. Children will go one by one to collect coats at the end of the day.</li> <li>• Staff need to ensure they wash their clothes at the end of every day and have shower when they get home.</li> <li>• Staff need to wear comfortable clothing that is smart with no jeans allowed, in line with the school policy.</li> <li>• Staff need to wear the PPE provided by school which consists of gloves, plastic apron and face mask/visors.</li> </ul>	Medium	Medium	Medium	

Use of public transport to get to and from school.	The transmission of the virus.	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• Staff/Children who are using public transport to get to and from school should change into a new set of clothes on entry into the building.</li> <li>• Worn clothes should be placed in a carrier bag/bin bag and tied. This should then be placed inside another bag.</li> </ul>	Low	Medium	Medium	
Volunteers and visitors.	Not adhering to school policies and government guidance on social distancing and reducing the risk of spreading the infection.	Volunteers Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• There will be no volunteers or visitors on site without authorisation from the Head Teacher or Deputy Head teacher.</li> <li>• All visitors/contractors will be briefed on safety measures in place and will be expected to wear full PPE.</li> <li>• Temperatures will be taken on entry and all visitors will be asked if they are showing any signs or symptoms of COVID-19.</li> <li>• Visitors to school should be limited, and only allowed whereby the issue or information cannot be shared in any other way.</li> <li>• For the duration, there will be no volunteers or trainees allowed to work in the EYFS provision.</li> </ul>	Medium	Medium	Medium	
Off Site Visits/School Trips	Increased risk of spreading infection	Pupils Staff	<ul style="list-style-type: none"> <li>• No offsite visits or trips will take place for the duration.</li> <li>• The school mini-bus not to be used by staff or children during the duration.</li> </ul>	Low	Low	Low	
Accidents/Trips and Falls	Close contact and unable to maintain social distancing guidelines.	Pupils Staff Parents	<ul style="list-style-type: none"> <li>• If a child has an accident on site, staff need to continue to deal with the situation following the schools procedure, however, staff need to ensure they are wearing all their PPE and that once they have finished they wash their hands for 20 seconds and put on new gloves.</li> <li>• Visors to be provided in extreme situations.</li> <li>• Accident forms to be completed as normal.</li> </ul>	Medium	High	High	

School Transfers/New Children to Nursery.	Children coming into area and potential spread of infection	Pupils Staff	<ul style="list-style-type: none"> <li>No new admissions to nursery at this time.</li> <li>Children transferring from out of area will be briefed on school guidelines and guidance over the phone and asked about any medical history linked to COVID-19.</li> </ul>	Low	Low	Low	
Handwashing	Children do not wash their hands regularly.	Pupils Staff	<ul style="list-style-type: none"> <li>All staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and the slogan, 'Catch It, Kill it, Bin it' are displayed to reinforce the need to wash hands regularly and frequently.</li> <li>Staff to reinforce the importance of handwashing through stories and rhymes.</li> <li>Staff to provide children with sanitiser/soap to wash their hands.</li> <li>SLT/Class Teachers to monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Low	Medium	Medium	
Cleaning	Areas are not cleaned regularly enough leading to the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> <li>An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection, ensuring areas are cleaned throughout each day not just at the end of the day.</li> <li>Areas around school have been restricted to prevent the spread of infection.</li> <li>Consistent cleaning and wiping down of surfaces, door handles, tables, switches, resources – basically anything the children are touching, regularly throughout the day. There is anti-bacterial spray and towel on a roll provided.</li> <li>Bins to be emptied at regular intervals, if they are getting full throughout the day.</li> <li>Cleaning Staff work hours and areas have been changed to minimise the spread of infection.</li> <li>A deep-clean of the school to take place before</li> </ul>	Low	Medium	Medium	

			children return.				
--	--	--	------------------	--	--	--	--