

**RISK ASSESSMENT FOR:** Thomas's Kindergarten during the Tier 5 restrictions during the coronavirus COVID-19 Outbreak. 8<sup>th</sup> January 2021



Thomas's aims to employ best endeavour to reduce risks. This risk assessment is intended to be generic as far as possible across the group so parents have the same guidance whichever kindergarten they attend, but there will be some modifications to meet the specific needs of each kindergarten.

This Risk Assessment should be read alongside the Thomas's Kindergarten COVID-19 Policy 8<sup>th</sup> January 2021

**During this evolving situation please monitor and follow government guidance given in the web links provided**

<b>Establishment:</b> Thomas's London Day School Kindergarten	<b>Assessment by:</b> H & S Consultant, Head of Kindergarten	<b>Date:</b> 8 <sup>th</sup> January 2021
<b>Risk assessment number/ref:</b>	<b>Head teacher's Approval:</b> Chantal Baard <b>Principals' Approval:</b> Ben Thomas, Tobyn Thomas	<b>Date:</b> 8 <sup>th</sup> January 2021 <b>Date:</b> 8 <sup>th</sup> January 2021

<b>Persons Exposed</b>	<b>Employees</b> <input type="checkbox"/>	<b>Contractor</b> <input type="checkbox"/>	<b>Children/ Young People</b> <input type="checkbox"/>	<b>Expectant Mother</b> <input type="checkbox"/>	<b>Parents/ Visitors/ Public</b> <input type="checkbox"/>	<b>Trespassers</b> <input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b> <input type="checkbox"/>	<b>Hourly</b> <input type="checkbox"/>	<b>Daily</b> <input type="checkbox"/>	<b>Weekly</b> <input type="checkbox"/>	<b>Monthly</b> <input type="checkbox"/>	<b>Yearly</b> <input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b> <input type="checkbox"/>	<b>1-2 hrs</b> <input type="checkbox"/>	<b>3-4 hrs</b> <input type="checkbox"/>	<b>5-6 hrs</b> <input type="checkbox"/>	<b>7-8 hrs</b> <input type="checkbox"/>	<b>More than 8 hrs</b> <input type="checkbox"/>

<b>Probability (Prob)</b>	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	<b>Low</b>	0-8	Low risk no action required
<b>Severity (Sev)</b>	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	<b>Medium</b>	9-15	Medium risk ensure adequate controls are in use
		<b>High</b>	16-25	High risk stop operation and implement adequate control measures

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.	<b>Public health advice to minimise COVID-19 risks</b>  Awareness	5	4	<b>20 HIGH</b>	<ul style="list-style-type: none"> <li>Ensure that children, staff and other adults not come into the kindergarten if they have COVID-19 symptoms, or have tested positive in at least the last 10 days, and ensure anyone developing those symptoms during the kindergarten day is sent home immediately,</li> <li>Ensure all staff are aware of and follow this process.</li> <li>Essential measures include:                             <ul style="list-style-type: none"> <li>a requirement that people who are ill stay at home</li> <li>robust hand and respiratory hygiene</li> <li>enhanced cleaning arrangements</li> <li>active engagement with NHS Test and Trace</li> <li>Tell staff and adults on site about the <a href="#">NHS COVID-19</a> app</li> <li>Formally consider how to reduce contacts and maximise distancing between those in kindergarten wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul> </li> </ul>	5	3	<b>15 MEDIUM</b>	

2.	<b>Public health advice to minimise COVID-19 risks</b>  Clinically Vulnerable	5	4	20 HIGH	<b>Children and staff who are clinically extremely vulnerable</b> <ul style="list-style-type: none"> <li>Advise that in Tier 5 restrictions, clinically extremely vulnerable children and staff should stay at home</li> </ul> <b>Staff who are clinically vulnerable</b> <ul style="list-style-type: none"> <li>Advise that clinically vulnerable staff can attend the kindergarten</li> <li>Advise clinically vulnerable staff to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.</li> </ul> <b>Staff who are pregnant</b> <ul style="list-style-type: none"> <li>Advise that in Tier 5 restrictions, pregnant staff who are at 28 weeks gestation or more should be classified as clinically extremely vulnerable and work from home</li> <li>Conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). (Pregnant staff under 28 weeks gestation come under the clinically vulnerable group)</li> </ul> <b>Staff who may otherwise be at increased risk from COVID-19</b> <ul style="list-style-type: none"> <li>Ensure controls set out in this guidance are in place to allow those people with particular characteristics that means they be at comparatively increased risk from COVID-19 are able to be in kindergarten</li> </ul>	5	3	15 MEDIUM	
3.	<b>Public health advice to minimise COVID-19 risks</b>  Face Masks	5	4	20 HIGH	<ul style="list-style-type: none"> <li>Acknowledge that adults who wish to wear a mask in kindergarten may do so, but that this is inadvisable for children under the age of 3</li> <li>Require that all visitors, contractors and parents wear masks in communal areas where social distancing cannot be maintained</li> <li>Establish a process for staff who wear face coverings on their journey to kindergarten to remove them upon arrival and communicate this process clearly to them. <ul style="list-style-type: none"> <li>Do not touch the front of the face covering during use or when removing them.</li> <li>Wash hands immediately on arrival (as is the case for all children),</li> <li>Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag to take home</li> <li>Sanitise hands in classroom</li> <li>Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</li> </ul> </li> </ul>	5	3	15 MEDIUM	
4.	<b>Public health advice to minimise COVID-19 risks</b>	5	4	20 HIGH	<ul style="list-style-type: none"> <li>All teachers to ensure that all children wash their hands on arrival and at regular intervals throughout the day</li> </ul>	5	3	15 MEDIUM	

	Hand Hygiene				<ul style="list-style-type: none"> <li>• Handwashing/hand sanitiser 'stations' to be available so that all children and staff can clean their hands regularly</li> <li>• Employ supervision of hand sanitiser given risks around ingestion.</li> <li>• Help small children and children with complex needs clean their hands properly. Use skin friendly skin cleaning wipes as an alternative</li> <li>• Build regular handwashing routines into kindergarten culture</li> </ul>				
5.	<b>Public health advice to minimise COVID-19 risks</b> Respiratory Hygiene	5	4	<b>20 HIGH</b>	<ul style="list-style-type: none"> <li>• All adults to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Ensure that enough tissues and bins available in the kindergarten to support children and staff to follow this routine.</li> <li>• Support younger children and those with complex needs</li> </ul>	5	3	<b>15 MEDIUM</b>	
6.	<b>Public health advice to minimise COVID-19 risks</b> Cleaning	5	4	<b>20 HIGH</b>	<ul style="list-style-type: none"> <li>• Maintain a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>○ more frequent cleaning of rooms / shared areas</li> <li>○ use of standard cleaning products such as detergents</li> <li>○ frequently touched surfaces being cleaned more often than normal</li> <li>○ loos to need to be cleaned regularly and children encouraged to clean their hands thoroughly after using the loo</li> </ul> </li> <li>• Employ additional full-time cleaners to be on site throughout the day</li> </ul>	5	3	<b>15 MEDIUM</b>	
7.	<b>Public health advice to minimise COVID-19 risks</b> Contact within kindergarten	5	5	<b>25 HIGH</b>	<ul style="list-style-type: none"> <li>• Aim to limit interaction, sharing of rooms and social spaces between groups as much as possible although we recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</li> <li>• Divide the space in the crypt into two sections to accommodate Upper and Lower Kindergarten in 2 separate groups</li> <li>• Ensure that teachers working with a key group do not move between groups wherever possible</li> <li>• Keep movement around the kindergarten to a minimum, avoiding busy corridors, entrances and exits</li> <li>• Adapt staff rooms, the kitchen and shared staff places to help staff to distance from each other and limit the use of the kitchen to no more than 2 members of staff at a time</li> </ul>	5	3	<b>15 MEDIUM</b>	
8.	<b>Public health advice to minimise COVID-19 risks</b> PPE	5	5	<b>25 HIGH</b>	<ul style="list-style-type: none"> <li>• Where necessary, wear appropriate personal protective equipment (PPE)</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</li> </ul>	5	3	<b>15 MEDIUM</b>	

					<ul style="list-style-type: none"> <li>○ where an individual child or young person becomes ill with COVID-19 symptoms while at kindergarten, and only then if a distance of 2 metres cannot be maintained</li> <li>○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul>				
9.	<b>Public health advice to minimise COVID-19 risks</b> Ventilation	4	4	16	<ul style="list-style-type: none"> <li>• Ensure the Kindergarten is well-ventilated while using heating to keep the working environment at a comfortable temperature</li> <li>• Ensure children have sufficient layers to keep warm in ventilated classrooms as the weather becomes colder</li> </ul>	5	2	10 MEDIUM	
10.	<b>Public health advice to minimise COVID-19 risks</b> Arrival at and departure from kindergarten	5	5	25 HIGH	<ul style="list-style-type: none"> <li>• Establish different drop off and different locations for each year group</li> <li>• Discourage parents from gathering at the kindergarten gates or coming into kindergarten without an appointment</li> <li>• Establish a one way route for access to kindergarten site for parents to drop off and pick up and encourage them to leave as soon as they have collected their children.</li> <li>○</li> </ul>	5	3	15 MEDIUM	
11.	<b>Public health advice to minimise COVID-19 risks</b> Equipment and resources integral to education in kindergartens.	5	4	20	<ul style="list-style-type: none"> <li>• Regularly clean classroom based resources, such as books and games, that are used and shared within the bubble; along with all frequently touched surfaces.</li> <li>• Advise staff not to share individual frequently used equipment, such as pens</li> <li>• Avoid sharing resources across Upper and Lower Kindergarten or, if unavoidable, frequently and meticulously clean resources that need to be shared</li> <li>• Encourage use of personal reusable water bottles</li> </ul>	5	2	10 MEDIUM	
12.	<b>Public health advice to minimise COVID-19 risks</b> Physical and outdoor activity in kindergartens	5	4	20 HIGH	<ul style="list-style-type: none"> <li>• Keep children in consistent groups, clean outdoor equipment thoroughly between each use by different individual groups</li> <li>• Clean outdoor playground equipment and resources more frequently.</li> </ul>	5	3	15 MEDIUM	
13.	<b>Public health advice to minimise COVID-19 risks</b> External teachers and visitors				<ul style="list-style-type: none"> <li>• Ensure that the visiting music teacher is fully aware of the system of controls in place</li> <li>• Advise that In Tier 5 restrictions, visitors and supply staff should not attend kindergarten unless unavoidable.</li> <li>• Ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff are addressed.</li> <li>• Limit any visitors to the kindergarten and keep a record of those who do attend.</li> </ul>				

					<ul style="list-style-type: none"> <li>Ensure that all visitors are aware of distancing and hygiene guidance and where necessary carry out an additional risk assessment</li> </ul>				
14.	<b>Other activities</b>	5	4	20 HIGH	<ul style="list-style-type: none"> <li>All day trips, performances and community involvement activities to be on hold</li> <li>Parent meetings and meetings between staff to be on Zoom</li> <li>PTA meetings and other events to be held on Zoom or put on hold</li> </ul>	5	3	15 MEDIUM	
15.	<b>Public health advice to minimise COVID-19 risks</b>  New admissions	5	4	20 HIGH	<ul style="list-style-type: none"> <li>Offer a virtual tour to prospective parents so they do not come on site during the school day</li> <li>Offer a time out of term time for new parents to attend with their child to see the setting for real. Ensure hygiene and mask procedures are adhered to during these visits</li> </ul>	5	2	10 MEDIUM	
16.	<b>Public health advice to minimise COVID-19 risks</b>  Transport	5	5	25 HIGH	<p><b>Dedicated kindergarten transport</b></p> <ul style="list-style-type: none"> <li>During Tier 5 restrictions, to be aware that Thomas's buses will not be operating.</li> </ul> <p><b>Wider public transport</b></p> <ul style="list-style-type: none"> <li>Encourage parents, staff and children to walk or cycle to kindergarten if at all possible</li> <li>Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a>.</li> </ul>	5	3	15 MEDIUM	
17.	<b>Public health advice to minimise COVID-19 risks</b> SUSPECTED CASE ON-SITE Initial Response	5	4	20 HIGH	<p>This is when a child or member of staff develops symptoms of COVID-19</p> <ul style="list-style-type: none"> <li>Send anyone home as soon as possible who becomes unwell with a new, continuous cough or a HIGH temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia).</li> <li>Advise that they must follow '<a href="#">stay at home: guidance for households with possible or confirmed COVID-19 infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have COVID-19.</li> <li>If possible move an unwell child awaiting collection, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, open a window should be for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>Ensure staff caring for the child while they await collection wear PPE if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a></li> <li>Ensure that if the child needs to go to the loo while waiting to be collected, they should use a separate loo if possible. The loo must be cleaned and</li> </ul>	5	3	15 MEDIUM	

					<p>disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>• Advise that anyone with COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk</li> </ul>				
18.	<p><b>Public health advice to minimise COVID-19 risks</b></p> <p>SUSPECTED CASE ON-SITE Follow up to treating a suspected case of COVID-19 within the kindergarten community</p>	5	4	20 HIGH	<ul style="list-style-type: none"> <li>• Ensure everyone who has contact with someone who is unwell washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser</li> <li>• Ensure that supervising staff member and any children who have been in contact wash hands thoroughly. They do not need to go home unless they develop symptoms or the child subsequently tests positive or they are requested to do so by NHS Test and Trace.</li> <li>• Ensure that the area around the person with symptoms is cleaned with detergent after they have left to reduce the risk of passing the infection on to other people.</li> <li>• Advise that the symptomatic person should arrange to have test as soon as possible and inform the kindergarten of the result immediately, <a href="#">Arrange to have a test</a>, <a href="http://www.coronatestcentre.com">www.coronatestcentre.com</a></li> <li>• Head to follow up if test result is not received.</li> <li>• Ensure all parents and staff are aware of Isolation rules <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>:</li> <li>• Advise that a child or staff member may return to the kindergarten on receipt of a negative test result as long as they are feeling better.</li> </ul>	5	2	10 MEDIUM	
19.	<p><b>Public health advice to minimise COVID-19 risks</b></p> <p>Managing a confirmed case of COVID-19 amongst the kindergarten community</p>	5	4	20 HIGH	<p>This is when a child or member of staff tests positive for COVID-19.</p> <ul style="list-style-type: none"> <li>• Ensure everyone is aware of the need to inform the kindergarten community immediately of any positive test result</li> <li>• Contact Ofsted and the DfE helpline on 0800 046 8687 and follow the advice of the local health protection team (HPT).</li> <li>• Send home any children or staff who have been in close contact (group) with the infected person to self-isolate for 10 days</li> <li>• Keep a general record, of children and staff in each group as far as is possible and proportionate</li> <li>• Advise that the other household members of the children in the group do not need to self-isolate unless the contact in their household subsequently develops symptoms, in which case they must start the 10 day self-isolation from the date their contact develops symptoms</li> <li>• Isolation rules <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>:</li> </ul>	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> <li>• Complete a record of any confirmed COVID-19 cases.</li> <li>• Inform parents that there is a confirmed case of COVID-19 However, the name of the person will not be shared unless essential to protect others</li> </ul>				
20.	<b>Public health advice to minimise COVID-19 risks</b>  Managing a suspected case of COVID-19 by association	5	4	20 HIGH	This is when a family member, friend or household member of a child or member of staff has symptoms of COVID-19 <ul style="list-style-type: none"> <li>• Ensure that everyone is aware of the need to report any contact with someone who develops symptoms for COVID-19</li> <li>• The member of the Thomas's community should go home immediately to self-isolate (and not wait for the contact to get their result)</li> <li>• Advise that if the member of the Thomas's community develops symptoms they should get a test</li> <li>• Advise that if the contact's test result is negative the child/member of staff may return to kindergarten as long as they are well</li> </ul>	5	3	15 MEDIUM	
21.	<b>Public health advice to minimise COVID-19 risks</b>  Managing a confirmed case of COVID-19 by association	5	4	20 HIGH	This is when a family member, friend or household member of a child or member of staff tests positive for COVID-19 <ul style="list-style-type: none"> <li>• Ensure that everyone is aware of the need to report any contact with someone who tests positive for COVID-19</li> <li>• Ensure that the member of the Thomas's community goes home immediately to self-isolate</li> <li>• Advise that the member of the Thomas's community should get a test <ul style="list-style-type: none"> <li>○ If the result is positive, the individual must self-isolate for 10 days</li> <li>○ If the result is negative, the individual must self-isolate for 10 days in case symptoms develop subsequently</li> </ul> </li> </ul>	5	3	15 MEDIUM	
22.	<b>Public health advice to minimise COVID-19 risks</b>  Managing a confirmed case of COVID-19 by secondary association	5	4	20 HIGH	This is when that a child or member of staff is advised that a member of their household has been in contact with someone who has tested positive for COVID-19 <ul style="list-style-type: none"> <li>• Advise that the household member should self-isolate for 10 days</li> <li>• Advise that the child/member can attend kindergarten as normal unless their household member develops symptoms, in which case they should follow the guidance in point 20.</li> </ul>	5	3	15 MEDIUM	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
	HIGH	<p>Risk Assessment is to be reviewed in line with Government Guidance</p> <p><a href="#">Department for Business, Energy &amp; Industrial Strategy - Working safely during COVID-19</a></p> <p>Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic. The government in consultation with industry, has produced guidance to help ensure workplaces are as safe as possible.</p>	Customer supported by MBHS		
	HIGH	This risk assessment must be communicated to all staff	Customer supported by MBHS	Before start of term	
	HIGH	This risk assessment must be communicated to all parents by putting on the kindergarten website	Customer supported by MBHS	Before start of term	
	HIGH	Staff to be made aware, once they enter the site regardless of putting hand sanitiser on their hands or not, everyone must proceed to the bathroom to wash hands thoroughly for 20 seconds with soap and hot water	Customer supported by MBHS		