

TRIANGLE Risk Assessment for full September opening - Covid 19 - updated 03/01/21

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

Area of risk	Risk description	Risk assessment see key			Risk treatment measure/s	Residual risk assessment			Outcome
		Occurrence	Harm	Risk rating		Occurrence	Harm	Risk rating	
Reopening without sufficient planning	If re-opening is not managed clearly and efficiently then anxiety levels will rise.	3	3	9	<p>In light of current COVID situation, a clear plan to reopen in January 2021 is required -</p> <ul style="list-style-type: none"> • SLT meeting to discuss options held • Risk assessment discussed at inset with all Triangle staff. • Risk assessment then sent to the Governing body (chair of ISC), Lambeth (Colm) and unions (NEU and Unison) for review and any comments. Any comments actioned. <p>Luke and SLT to give as much notice to staff as possible. This may prove difficult as the Local Authority and Government have to make changes and decisions very quickly with little notice.</p>	2	2	4	Medium
	Minimising the number of children, staff and parents gathering indoors at any one time.	3	3	9	<p>Children return on Thursday 7th January. From 7th - 15th January only those children of critical workers, who are vulnerable or who have SEND will be attending the nursery.</p> <p>Continued variations on start and end times for children. This will need to be reviewed as we settle in the new children. Children dropped and collected at the main gate by key person. Children enter school through allocated doors.</p> <p>Each nursery space has their own entry/exit doors and will have a separate outdoor space.</p> <ol style="list-style-type: none"> 1. 2 year olds (pod 1) - 2 year old space indoors and outdoors. Entrance through left hand walkway and into fire door into classroom. 2. 3/4 year olds (pod 2) - 3/4 year old space indoors and outdoors. Entrance through main entrance and reception area. 3. Nurture provision (pod 3) - Nurture space indoors and outdoors. Entrance through main entrance and into gated space. <p>Children will eat lunch in set groups with a consistent adult.</p> <p>Staff will only use allocated spaces in the school (unless in an emergency). Separate staff rooms and spaces to be set up for staff teams (to include, lockers, coat storage, fridge, kettle, microwave).</p>	1	2	2	Low
Staff anxiety about returning to work	Staff will be concerned about returning to work in light of the effects of the new COVID variation.	3	2	6	<p>Staff meeting and ongoing review and discussion to support all staff to gain insight into concerns and to seek solutions to potential problems.</p> <p>Clear procedures in place to follow (this risk assessment). All staff to be aware of their own responsibilities in keeping themselves and others safe.</p> <p>Staff meetings held in smaller groups within class teams, if needed. If we do need to meet as a whole team (up to 13 staff) social distancing and PPE to be used as appropriate.</p>	2	2	4	Medium

					<p>Where possible, staff will be allowed to leave earlier to get home quicker. This will enable some staff to reduce their use of public transport.</p> <p>All staff to communicate clearly with Luke/SLT to ensure any concerns/anxieties are managed and supported. Staff should speak with their union and seek advice as necessary.</p> <p>Office and premises staff to space out across the office. Masks or visors to be worn if sharing the space. Staff to work remotely where they can (eg. finance officer).</p> <p>Designated staff rooms for different staff teams. Notices on doors to limit numbers in rooms. Admin staff to have sole use of computers, to ensure minimal cross contamination. Disinfectant wipes/Dettol spray provided to wipe down spaces.</p> <p>Federation SLT to work closely together to ensure senior leaders have support to manage risk assessments and wellbeing of all staff (including their own). Weekly SLT meetings to discuss ongoing government advice and updates.</p>				
	Risk to clinically vulnerable and extremely clinically vulnerable staff (including pregnant staff members and BAME).	3	3	9	<p>Triangle has 2 members of staff classified with ongoing medical conditions. Luke to meet with both members of staff to review current risk assessments. Staff are encouraged to share their concerns/ worries about their own health, and the risk to those in their home.</p> <p>Staff to have the option of wearing a visor while at work (this must be provided by the staff member and used solely while at work, not for use outside of work due to possible cross contamination).</p> <p>Consideration given to BAME staff, regarding research. BAME staff members cannot be asked to support a child/adult with suspected COVID symptoms.</p> <p>Pregnant staff members will have a separate risk assessment to ensure they minimise risks.</p>	1	2	2	Low
Safeguarding considerations	Designated lead on site to ensure safeguarding policy can be maintained.	3	3	9	EHT and HOS to remain safeguarding lead. Additional designated leads identified and will support in each pod.	1	1	1	Low
	Support for children not attending	2	2	4	KP regular contact and some ideas to play at home.	2	1	2	Low
	Children's wellbeing - separation anxiety / trauma / bereavement impact	3	2	6	<p>Request that parents and carers inform us of any difficulties over the holiday and any effect this could have had on their child. Offer appropriate support.</p> <p>List to be made of all children eligible to attend different provisions shared with staff. Key Persons to provide support to children and families as required.</p> <p>No home visits - these are to be in school inductions to enable KP to get to know new families. These meetings are to be carefully managed and ensure PPE worn and social distancing adhered to. These meetings will be outside if possible, or in a well ventilated space. All tables/chairs/pens to be cleaned and sanitized between meetings.</p>	2	2	4	Medium

				<p>Updates and daily feedback to parents to be done by phone if necessary, especially where this is a longer conversation, to discourage parents from being in the building longer than needed, or in close contact with staff.</p> <p>Key persons to use appropriate resources and books to support children's wellbeing and emotional development.</p> <p>The school environment is being reorganised. Key person and staff to support children with the changes. Photographs to be sent to children and families of the new spaces if this is thought to be appropriate.</p>																						
Additional adults on site - drop off and collection	3	3	9	<p>All children to be dropped at the main gate and brought into school by a consistent adult (hopefully KP). All staff and parents/carers to wear a mask/visor when dropping/collecting children at the gate. Staff cannot accept bags from parents/carers. Staggered drop off and collection times - prompt collection and drop off and no adults hanging around at gate. Signage in place to remind parents about keeping a 2m distance between each other. Staff need to position themselves with a 2m space, when having conversations with parents.</p> <p>If a child has an accident, parents/carers will be contacted by phone/text to inform them. They will need to sign the accident book at the end of the day at the gate by KP.</p> <p>Drop off and collection times from the main gate -</p> <table border="1"> <thead> <tr> <th>Key group</th> <th>Drop off time</th> <th>Collection time</th> </tr> </thead> <tbody> <tr> <td>Nurture space</td> <td>9 am</td> <td>12 pm</td> </tr> <tr> <td>Emily/Suba</td> <td>9:10am</td> <td>(PM/FT children) 3:00</td> </tr> <tr> <td>Matu</td> <td>9:20am</td> <td>(PM/FT children) 3:10</td> </tr> <tr> <td>Claire</td> <td>9:30am</td> <td>(PM/FT children) 3:10</td> </tr> <tr> <td>2 year olds</td> <td>8:45 am/ 12:30 pm</td> <td>11:45 am/ 3:30 pm</td> </tr> </tbody> </table> <p>All AM children in the main nursery to be collected from the gate at 11:40am.</p> <p>We must be considerate of parents/carers having additional children to drop off/collect from school. We can be flexible for a small number of parents who need us to amend times for their child but these need to be discussed in the staff team and arranged and agreed beforehand.</p> <p>Reception area to be used as entry/exit into outside space by 3/4 year olds. Parents settling children to be seated only and to wear a mask. Parents and carers not to interact with other children.</p>	Key group	Drop off time	Collection time	Nurture space	9 am	12 pm	Emily/Suba	9:10am	(PM/FT children) 3:00	Matu	9:20am	(PM/FT children) 3:10	Claire	9:30am	(PM/FT children) 3:10	2 year olds	8:45 am/ 12:30 pm	11:45 am/ 3:30 pm	1	1	1	Low
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Hygiene routines	Infection spreading from contact amongst children and staff - washing hands	3	3	9	<p>Follow 'Denmark procedure' - Upon arrival in the morning, and reentering the building throughout the day Whenever one's hands are visibly dirty After using the toilet After coughing or sneezing into one's hands, or into a disposable tissue Before eating When going from one room to another, or between groups of children After physical contact with others.</p> <p>Follow current guidance - cough/sneeze into your elbow or a tissue and put straight into the bin.</p> <p>Signs at entrances re: not entering if any symptoms are present.</p>	2	2	4	Medium
	Not having access to cleaning products - ordering and replenishing	3	3	9	Soap, hand-sanitiser, disinfectant, aprons and latex gloves etc. Fabrizio to monitor and order as required.	1	1	1	Low
	Ensure correct hand washing procedure	3	3	9	Current Public Health notices displayed around school. All staff to read and monitor children washing hands. To actively teach new children this process, and refresh with returning children.	2	2	2	Low
	Risk of infection from environment - cleaning resource, play spaces, surfaces and toilets	3	3	9	<p>Resources to be cleaned at the end of each session by staff, some weekly on a rota through the week. Children to be involved in the washing of resources. Resources to be minimised, but enough for the children to continue to learn.</p> <p>This will include increased cleaning of door handles/push plates, surfaces and toilets. Also see individual class structures for more detailed information.</p> <p>Cleaning company (ENGIE), premises officer and staff members to ensure deep clean at the end of every day. This will include:</p> <ul style="list-style-type: none"> • Used resources (staff) • All tables/chairs (ENGIE) • All surfaces (Staff/ENGIE) • All floors (ENGIE) • All toilets (ENGIE) <p>Need to plan for a cleaning regime in a realistic way, with all staff back to usual hours, and all children in. Surfaces cleaned using soapy water, and then disinfected.</p>	2	2	2	Low
Symptomatic child procedures	Child with symptoms of COVID 19 - risk of infection to others	3	3	9	<p>Prior to children returning to school, a letter will be sent to all parents and carers explaining strict rules around children's health. Parents must keep children off school and notify immediately if they present with COVID symptoms.</p> <p>All parents and carers to complete a new emergency contact form to ensure contact numbers are up to date, with adults that can get to school quickly.</p> <p>Symptoms that may lead to self isolation:</p> <ul style="list-style-type: none"> • A high temperature • Persistent dry cough 	2	2	4	Medium

					<ul style="list-style-type: none"> • Loss of/or change to smell/ taste <p>Children may present with different symptoms, including:</p> <ul style="list-style-type: none"> • Headache • Sore throat • Fatigue • Loss of appetite <p>Telephone parent/carer immediately and calmly explain they will need to be collected. Letter prepared for parents on what to do next - 119 and test, child with symptoms to self isolate for 10 days, all other family in the household for 14 days. If negative test results they can return to school, and the household ceases to self isolate. If tests are positive, see below.</p> <p>One designated member to staff (not BAME or vulnerable staff member) to sit with the child until collection. Adults are provided with PPE equipment if they are unable to maintain 2m distance, and to minimise contact with child/adult. Quarantine area to be cleaned once the child leaves.</p> <p>All staff and parents to be informed that a child/adult has displayed symptoms.</p> <p>If a test comes back positive, we will seek advice from our PHE HPT as the next steps. We will inform ofsted/ DfE of any closures that we have been advised to take.</p>				
Area to quarantine child/ adult with symptoms	3	3	9	<p>Staff room - isolated room with quick access to outdoors, if toilets are required they are then to be closed to other staff and children. Second space if needed - playground by buggy storage area outside.</p> <p>All staff are aware of the procedure to follow in case of a child/adult presenting with symptoms. Procedure displayed for all to see.</p>	2	2	4	Medium	
Space to self isolate symptomatic child/adult	3	3	9	<p>Move child/adult to quarantine space.</p> <p>Ensure quarantine area has -</p> <ul style="list-style-type: none"> • Additional PPE equipment - visor, apron, gloves, mask. To be worn only if 2m distance cannot be maintained. • Toys/resources for child while waiting • Food/drink • First aid supplies (trip first aid kit) 	2	2	4	Medium	

	Positive COVID case	3	3	9	<p>No entry to isolation space for 72 hrs and then deep cleaned. STRICTLY NO ENTRY signs are put up around the area, doors locked where they can be.</p> <p>Rachel and Lambeth contacted.</p> <p>School to communicate with other parents directly as soon as a child/adult is self isolated. Letter for parents and staff ready, with clear instructions. Staff to be reminded to be calm and considerate and to aim to minimise anxiety.</p> <p>If a test comes back positive, we will seek advice from our PHE HPT as the next steps. We will inform ofsted/ DfE of any closures that we have been advised to take.</p>	2	2	4	Medium
Classroom layouts	Limiting social contact	3	3	9	<p>Each pod is defined and has individual access to outside space. Children and staff are actively encouraged to spend most of their time outside.</p> <p>Staff to be very mindful of moving between classrooms, and only to do so where unavoidable; to use the phone system/communication boards to communicate. Staff to thoroughly wash hands with warm water and soap if moving between class spaces (although this should be kept to an absolute minimum).</p> <p>We will have a small number of staff working in both spaces. This will have implications if we are to send all home if a symptomatic person is on site.</p> <p>If there are children absent, or other reasons allow, then staff are to be sent home to work off site. This will minimise the number of adults within the setting at any time.</p>	2	2	4	Medium
	Spread of the virus	3	3	9	<p>Windows to be open as often as possible - temperature and wellbeing of children and staff must be a factor. Open all windows and doors at least once per day to encourage good ventilation.</p> <p>Hand washing is part of our regular routine.</p> <p>Hand sanitiser providence for situations where there is no handwashing available.</p>	2	2	2	Low
	Resources - remove or limit soft toys/ furnishings and equipment with intricate parts	3	3	9	<p>Resources not to be moved between pods, and if this is necessary they must be washed and disinfected. Limit resources in the home corner (food, dressing up, soft toys). All soft furnishings to be removed.</p> <p>Staff to carefully monitor water, dough and creative areas and review and assess potential risk of infection. No sand until further notice.</p> <p>No regular lending library.</p>	2	2	4	Medium
	Risk of infection - increased cleaning of resources in pods	3	3	9	<p>Cleaning provision and schedule to be planned with each team. Share with all all staff and clearly displayed. Staff within the day and at the end of days to clean areas deeply, all resources to be washed as much as possible - probably on a weekly rota. Children to be involved in this cleaning process.</p>	1	2	2	Low
	Enough cleaning and	3	3	9	<p>Each pod to have their own supply of -</p>	1	1	1	Low

	protective resources for each pod				<ul style="list-style-type: none"> Gloves and aprons Changing book Accident book First aid kit Spare clothes Disinfectant spray and cloths/ paper towel Access to drinking water. Hand sanitizer <p>All resources to be checked and replenished by the premises officer at the end of each day (when children and staff have gone home).</p>				
Outdoor play	Resources - remove any high risk resources	3	3	9	<p>Remove -</p> <ul style="list-style-type: none"> dressing up clothes Soft furnishings/ fabric surfaces Any items that are particularly difficult to clean 	2	2	4	Medium
Fire safety	If the fire alarm goes off.	3	3	9	Regular fire safety and evacuation procedure in place. Staff to maintain social distancing as appropriate.	2	1	2	Low
Children with care plans and medical conditions	Children at increased risk of infection to COVID-19	3	3	9	<p>Children in the clinically extremely vulnerable have a separate risk assessment written which is regularly reviewed.</p> <p>All care plans and medication to be organised and located in the child's classroom for easy access.</p>	2	2	4	Medium
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 may be amended to ensure all children remain safe.</p>	2	2	4	Medium
First aid	Informing parents of accidents - children having accidents in school.	3	3	9	<p>Remove children from the area and one staff member and child to await ambulance arrival, if needed. All other children to move to the furthest space (inside classroom).</p> <p>Follow usual procedure to record and report accidents to parents. Completing accident book with parents before they collect their child.</p>	1	1	1	Low
	First aid needed elsewhere in school, outside of pods. Risk of contamination if other staff are entering pods.	2	3	6	First aid bag to be kept at reception for use for staff not in pods. This means they do not have to enter pods to access first aid kit.	1	1	1	Low
Visitors to the school	Essential works to be carried out (if required)	3	2	6	<p>Limit and postpone any non-essential works and visitors.</p> <p>Work to be completed after 3:30pm (where possible).</p> <p>Staff member (premises/ admin) to oversee any visitors on site and to ensure there is very limited access to classrooms.</p>	1	1	1	Low
	Settling in new children	3	2	6	<p>Ensure that children's start dates are well spread out. Need to ensure those parents that are working have the earlier start dates.</p> <p>Keeping the number of parents/carers in the nursery to a minimum.</p>	1	1	1	Low
	Music therapy support sessions	3	2	6	The government has advised that additional adults may visit the school if it is to support children. We believe this to be true for our music therapists.	1	1	1	Low

					<p>Consultation with the Director of music therapy and with the therapists will be had to ensure a safe and smooth transition back into the school. Reference to BAMT Guidance for music therapists working alongside COVID-19.</p> <p>Music therapy sessions on a rotation basis (perhaps 4 week cycle for each pod?).</p> <p>We must ensure the following is completed to limit infection:</p> <ul style="list-style-type: none"> • Instruments cleaned at the start and end of each session. No instruments to be used that require mouth contact. • Well ventilated space (all windows open) to be used, or outside space if possible. • Limit number of children within the groups. • No family groups currently running. • Regular discussion and review of sessions between LP and music therapists. • PPE to be made available if necessary (visors, gloves, aprons). 				
Breakfast and afterschool club	No breakfast or after school club until further notice.								

Risk assessment completed by:	Luke Page	Date:	24/08/2020 (last amended 03/01/2021)
Signature:		Date:	
Signed by Headteacher:		Date:	
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