

# **NORTH ISLINGTON NURSERY SCHOOL & CHILDRENS CENTRE –**

## **HEALTH & SAFETY**

**Signed on behalf of Governing Body: Sally Franklin**

**Date: September 2021**

**Review Date: September 2022**



### **Introduction**

The Governing Body accepts its responsibility as an employer for providing a safe and healthy working environment for all staff in its employment, for the children attending the school and for other people who visit and use the school.

All reasonable steps will be taken to fulfil this responsibility. Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

### **Legislation**

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## **Roles and Responsibilities**

### **The local authority and governing board**

Islington Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher, Sally Franklin.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

### **Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the staff member on designated management duty assumes the above day-to-day health and safety responsibilities.

## Health and safety lead

The nominated health and safety lead is Laura Stoodley, School Business Manager (SBM). The responsibilities of this role include:

- Production and review of all Policies and Procedures relating to Health and Safety
- Risk assessments
- Reporting any risks to the Headteacher
- To be available to give any Health and Safety advice and training where possible
- Ensuring all Health and Safety training is kept up to date
- Liaising with the Health and Safety Advisor from Islington
- Report to the Governing Body when appropriate

## Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

## Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

## Contractors

Contractors will agree health and safety practices with the headteacher/manager on duty before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## Visitors

All visitors must report to the School Office and must sign in and out. A visitors badge must be displayed at all times and be returned to the office on departure. On their arrival office staff will inform them of the fire exists and the process in the event of an emergency.

Supply staff are required to provide office staff with ID and their DBS form which will be checked against the agency checklist. Teaching Agencies send us an ID checklist prior to agency staff arriving, the checklist highlights data such as personal details, right to work in the UK, qualifications and DBS number. The checklists are signed once the agency staff arrive and we have verified their details, the paperwork is kept in the main office.

## COVID-19

North Islington Nursery School recognises that there is a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic. Our COVID-19 Outbreak Management Plan (Appendix 2) and Risk Assessment (Appendix 3) sets out the arrangements in relation to the health, safety and wellbeing of our children, staff and the wider school community. This document has been written in accordance with the current guidance from the Department for Education (DfE), Public Health England (PHE) and the Local Authority in relation to managing risks associated with COVID-19.

In addition to the Outbreak Management Plan and Risk Assessment, the following duties are acknowledged and recognised.

### Responsibilities of the Governors

- To ensure that a written outbreak management plan and/or risk assessment is created, reviewed and updated as the situation regarding COVID-19 evolves and guidance changes

### Responsibilities of the Headteacher

#### To ensure

- that meaningful risk assessments/outbreak plans are recorded to mitigate the risks associated with COVID-19
- they communicate and consult with staff on COVID-19 issues
- they maintain a current knowledge, up to date with developments and guidance relating to COVID-19
- any issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- safe systems of work are developed and implemented where needed
- personal protective equipment (PPE) is made available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for its replacement

### Responsibilities of the School Business Manager

#### To ensure

- staff are able to report hazards and raise concerns and that such issues are addressed
- training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner
- any COVID-19 incidents inside and outside of work are recorded, investigated, responded to and reported where necessary
- Regular and effective cleaning takes place
- Cleaning staff take reasonable care of their own safety and of others affected by their actions

### Responsibilities of all staff

#### To ensure that they

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID-19 outbreak
- Raise any issues or concerns with their line manager or safety representative where applicable

## Day to Day Safety Measures

We will continue to apply all government recommended safety measures regarding COVID-19 and limiting the spread of infections.

This will include:

- Hand sanitiser on entry into the school and increased hand washing throughout the school day
- Maximising ventilation throughout the school building
- Limiting large group gatherings on school premises
- Being vigilant for those exhibiting covid symptoms
- Limiting non-essential visitors into the school building
- Encouraging staff to carry out lateral flow testing twice weekly or as advised by the DfE
- Working closely with Public Health England and Islington council in ensuring the safety of the whole community
- Regular reminders to families to remain vigilant and not send their child to school if they develop any of the main symptoms

## **Cleaning Contractors**

The School Business Manager is to ensure that cleaners are made aware of the schools Health and Safety Procedures.

The Cleaning Contractor is responsible for ensuring compliance to COSHH (control of substances hazardous to health) guidelines. Data sheets of all substances used by the cleaners are held in a file in the main office.

All cleaning equipment and substances to be kept locked away at all times.

The Cleaning Contractor for the school is Schools Office Services.

## **Site Security**

Laura Stoodley, SBM is responsible for the security of the school site during school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Corps Security are key holders and will respond to an emergency out of school opening hours.

## **Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are in the back garden
- Room leaders will take a register of pupils, which will then be checked against the attendance register of that day
- The headteacher, Sally Franklin will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

If there are any personal emergency evacuation plans (PEEPs) in place then all managers and room leaders will have a copy and be aware of the procedures for that pupil/visitor.

Please refer to Fire Safety Policy for further details.

## **COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Laura Stoodley, SBM and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

## **Legionella**

- A water risk assessment has been completed on 5<sup>th</sup> February 2020 by H2O Nationwide. Laura Stoodley, SBM is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: monthly temperature checks, disinfection of showers, regular descaling of taps and shower heads

## **Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- Asbestos related documents and findings are all kept in a central file stored in the SBM office

## Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

## Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any potential hazards will be reported to Laura Stoodley, SBM immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Please refer to our Lone Working Policy for further details.

## Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Premises Manager retains ladders for working at height
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- All staff are hold a paediatric first aid certificate

## Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

### Smoking

Smoking is not permitted anywhere on the school premises.

### Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

## Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet and before eating or handling food
- Cover all cuts and abrasions with waterproof dressings

## **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

## **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (nappy changing)
- Use the correct personal protective equipment when handling cleaning chemicals

## **Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

## **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

## **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

## **Clinical waste**

- Always segregate domestic and clinical waste in the provided bins
- Used nappies, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## **Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

## **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

### **Expectant mothers**

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- School will follow the latest government guidelines with regards to pregnant women and COVID-19

### **Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. If a staff member is showing signs of stress then their line manager will carry out a detailed risk assessment.

### **First Aid**

All staff are fully First Aid. New staff will be trained within 3 months of their employment starting. Staff will receive a refresher annually. Located throughout the building we have signage naming 3 first aiders along with the location of the nearest first aid box and telephone number of the school. The named first aiders will take on any additional responsibility relating to first aid such as carrying out the monthly checklist on equipment.

Parents are encouraged to sign a permission slip at the time of admission to allow staff to administer first aid as necessary.

First aid boxes are located in each classroom and office within the building. A first aider is responsible for checking that these boxes are fully equipped on a monthly basis. The school has two travel first aid kits which are used on outings.

### **Accident reporting**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

- If a staff member has an accident they are required to complete the staff accident book which is located in the main office. They must inform the SBM of the accident who then records the accident on to the Local Authority's reporting system, IRIS. This must be done in a timely manner

## Reporting to the Health and Safety Executive

The SBM will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The SBM will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion
  - Information on how to make a RIDDOR report is available here:
  - How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

## Notifying parents

Staff will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable. If a child has had a bump/injury to their head then staff will call the parent/carer immediately to inform them. A bumped head letter which indicates signs to look out for following a head injury will be given to the parent/carer upon collection of their child.

## Reporting to outside bodies

The SBM will notify Ofsted and the Local Authority of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## **Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work with pupils with special educational needs (SEN), are given additional health and safety training where applicable.

## Appendix 1. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).

<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.

<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

# COVID-19: outbreak management plan

North Islington Nursery School



Approved by:	Sally Franklin	Date: 01/09/2021
Last reviewed on:	01/09/2021	
Next review due by:	01/10/2021	

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## **The Aim of the Plan**

If the setting or the local area sees a sharp increase of COVID-19 infection rates and when our existing measures to control the spread of the infection have failed to reduce the number of infections, the appropriate authorities will support the school to implement additional measure to help contain the spread of the virus. This plan outlines how the school will operate if further restrictions are implemented.

## **Introduction**

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
  - **There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period**
  - **10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period**
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

## **Restrictions to Attendance**

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### **Eligibility to remain in school**

If restrictions are recommended, we will stay open for:

Vulnerable pupils (PEL, PELSEND, CP, CIN and those deemed vulnerable)  
Children of critical workers

### **Education and support for pupils at home**

All other pupils will be required to stay at home and will receive remote education in line with our Remote Learning Policy.

We will aim to deliver remote education that enables parents to support their children's learning at home with ideas, activities, stories and songs. This will be delivered via the setting's website.

The school will continue to provide vouchers/meals or lunch parcels for pupils eligible for benefits-related to free school meals while they are not attending school because of COVID-19 isolation guidelines. This is currently managed by the Local Authority.

### **Extended day care**

There may be times when we limit the duration that the setting is open due to staffing restrictions. At any time that the setting is reducing hours, fees will be refunded accordingly.

We will communicate with parents and staff, who will be eligible to attend once opening and closing times are confirmed.

## **Infection Prevention and Control**

The school will continue to adhere to the control measure as set out by the DfE and this is in line with the setting risk assessment which can be found on the school's website (**app.1**)

Please see Process Flowchart: Suspected or confirmed case of COVID-19 in schools and early year's settings (**app.2**). This document outlines what the setting will do in different scenarios whilst staff and children are at the setting.

## **Safeguarding**

We will review our child protection policy to make sure it reflects the local restrictions and remains effective. We will aim to have a trained DSL or deputy DSL on site wherever possible.

It is our aim that there will always be a DSL or deputy DSL on site at all times when the setting is open. If for any reason this is not possible, the DSL can be contacted by emailing [sally.franklin@islington.gov.uk](mailto:sally.franklin@islington.gov.uk).

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance (weekly keeping in touch phone calls to home from key person or DSL)
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision
- Liaise with Bright Start to support families whilst at home where appropriate

### **Shielding**

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

### **Communication**

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via Parent Mail once a decision has been made.

If recommended, we will limit:

- Educational visits
- Open days
- Transition or open days and tours
- Parents coming into school
- Social events

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site for staff (In place till September 20<sup>th</sup> 2021)
- Bubbles, to reduce mixing between groups

### Appendix 3. COVID-19 Risk Assessment

Coronavirus/Covid-19 Risk Assessment Template for Nurseries, Schools and Out of School Settings from September 2021			
School/Setting name:	North Islington Nursery School		
Persons covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Staff</li> <li>▪ Contractors</li> <li>▪ Parents, carers and visitors</li> </ul>		
Tasks and activities covered by this risk assessment:	Activities (term time or holiday time) organised by the school/setting <i>(other providers using the school's premises must undertake their own risk assessment, collaborating with the school to ensure all the school's controls are followed)</i>		
Equipment and materials used:	General educational and play materials – <i>this risk assessment supplements the school's/setting's standard risk assessments for other hazards relating to activities e.g. classroom risk assessments, playground risk assessments, sports/PE risk assessments, science risk assessments, design &amp; technology risk assessments.</i>		
Location(s) covered by this risk assessment:	Activities on the school/settings premises <i>(additional risk assessments required for educational visits – the school's usual arrangements e.g. the EVOLVE platform, should be used to risk assess and record visits).</i>		
Name of person completing this risk assessment:	Sally Franklin	Date of completion:	13/09/2021
Risk assessment approved by:	Governing Body	Date of approval:	October 2021
Date risk assessment to be reviewed by:		Risk assessment no:	

#### Background

This risk assessment will consider the risks to children, staff and others while the coronavirus, leading to Covid-19 infection is in circulation in the general community in the UK.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The setting should separately consider non-physical hazards e.g. stress to staff and hazards not directly related to exposure to the virus, e.g. working at home, catering, including food preparation and building management arrangements. They should also risk assess their activities in the usual way and ensure all building, facilities and equipment is in good condition. All maintenance and inspection must be up-to-date

**Hazard** – Coronavirus, leading to the illness Covid-19, is spread in water droplets or aerosols that are expelled from the body through sneezing, coughing, talking and breathing. Persons can become infected by inhaling the droplets, if close to an infected person, or the aerosol, if in a poorly ventilated room/space with an infected person. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

The government's guidance, on which this template is based is,

Schools - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Early Years – <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>

Out of School Settings - <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings>

<b>Ref</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date completed</b>
1	Person with coronavirus infection attends setting	All – by close contact, being in poorly ventilated spaces or touching contaminated objects	Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.  Clear instructions, both in pre-attendance literature and as signage at entrance, that nobody (pupil, staff, parent, carer, visitor etc) should attend the setting (they must isolate at home) if, i. they have symptoms of COVID-19.	Flow charts displayed in shared areas and classrooms for staff information	Sally with support from Louise	14/9/21	14/9/21

<b>Ref</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date completed</b>
			<p>ii. they have tested positive by either LFD or PCR. Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>iii. they have been instructed to self-isolate as a close contact by NHS Track and Trace or the NHS Covid app, unless exempted (all children under 18 years and 6 months are exempted)</p> <p>iv. they are in quarantine after travelling abroad.</p> <p>The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms they will need to start their 10 day isolation period and book a test.</p> <p><i>In all cases where a person is identified as a close contact, including being a household member, of a positive case (regardless of whether they are required to self-isolate), they are strongly advised to take up the offer of a PCR test.</i></p>				

<b>Ref</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date completed</b>
2	Poorly ventilated spaces leading to risks of coronavirus spreading	All	<p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Ensure all indoor spaces are well ventilated. Where practical, windows should be left open or suitable air conditioning used in line with the HSE's guidance (see- <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a>).</p> <p>If possible, open windows as wide as possible for at least 15 minutes before a session and between sessions.</p> <p>If participating in music or sports indoors, it is particularly important that ventilation is good.</p>	The reception area is poorly ventilated. Main door to be kept open when busy and a Perspex screen has been installed on the front desk.	Laura S Louise Noreen	Done	
3	Contracting or spreading coronavirus by not washing hands adequately and not observing good respiratory hygiene	All	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Hands to be washed with soap and water (or hand sanitiser used if hand washing facilities not available),</p> <ul style="list-style-type: none"> <li>i) On arrival.</li> <li>ii) After use of the toilet.</li> <li>iii) Before eating</li> </ul>				

<b>Ref</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date completed</b>
			iv) After playing outside v) After sneezing vi) Before departure  Tissues to be available for all to be encouraged use the “Catch it, Bin it, Kill it approach” for coughing and sneezing.				
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All	Enhanced cleaning in line with the guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>  This should include planned regular cleaning of all areas, including toys and equipment and additional cleaning of regularly touched surfaces, such as door knobs and hand rails.				
5	Contracting coronavirus from persons nearby or by direct (touching ) contact	Staff and pupils	Reception areas, where staff may come into contact with large numbers of adults from outside their household, the school may wish to enable 2 metre social distancing between staff and visitors or have clear screens at the reception desk.  In areas usually only used by adults e.g. staff rooms, offices and meeting rooms, furniture should be arranged to prevent close face-to-face contact with each other.  Staff should also be reminded to minimise their close face-to-face contact with others (pupils and adults) as far as practicable.  If parents/carers/visitors etc are invited to attend the setting for an	See above. Staggered pick up times.			

<b>Ref</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date completed</b>
			indoor activity, e.g. for a performance, exhibition of work or meeting, they should be asked to wash or sanitise hands on arrival and wear face coverings.				
6	Clinically extremely vulnerable (CEV) or pregnant persons	CEV or pregnant persons	<p>CEV pupils should follow any advice given to them by their medical specialists.</p> <p>The school/setting should undertake a personal risk assessment with all CEV and pregnant staff and ensure they follow the current guidance,</p> <ul style="list-style-type: none"> <li>For CEV staff - <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>For pregnant staff - <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></li> </ul>				
7	Contracting coronavirus from a person who develops symptoms while at the	All – by close contact, being in poorly ventilated	<p>School/setting establish a protocol,</p> <ol style="list-style-type: none"> <li>1) Establish a location where the individual can be isolated until they can go home – location should be well ventilated.</li> <li>2) Symptomatic person to be taken to the isolation location.</li> <li>3) Supervising staff to be trained to maintain at least 2 metre social distancing from the symptomatic person. If the symptomatic person</li> </ol>	Use of Sally's office if dedicated space is being used by outreach	Named manager that day	As when needed	

<b>Ref</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date completed</b>
	setting	spaces or touching contaminated objects	<p>requires care at closer than 2 metres, staff should put on a disposable Type IIR fluid resistant surgical face mask, disposable gloves and disposable apron. After use the PPE should be removed and safely disposed of.</p> <p>4) For pupils – parents/carers to be contacted to arrange collection. Pupils should either walk or be collected by a household member in a car (they should not use public transport). For staff – go home or arrange to be collected (they should not use public transport – if they cannot walk, drive or be collected, they should get a black cab where the passenger is separated from the driver by a screen and wear a face covering at all times).</p> <p>5) Clean the areas where the symptomatic person has been in line with the government’s guidance – see <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area</a></p> <p>Symptomatic persons should be asked to arrange a PCR test as quickly as possible and to inform the setting of the result.</p> <p>If the positive case is in an early years setting or primary school where identifying close contacts may be difficult, a ‘warn and inform’ letter can be sent to parents of pupils in the same class advising them they may wish to book a PCR test for their child.</p>	services.			

<b>Ref</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date completed</b>
8	Confirmed cases and Outbreaks in a setting	All	<p>Inform Camden and Islington Public Health on <a href="mailto:ciphadmin@islington.gov.uk">ciphadmin@islington.gov.uk</a> of all positive cases and follow instructions for notifying the local authority published via IslingtonCS</p> <p><b>From September 2021</b> primary and secondary schools are to email: <a href="mailto:anthony.doudle@islington.gov.uk">anthony.doudle@islington.gov.uk</a> ; early years to email: <a href="mailto:fis@islington.gov.uk">fis@islington.gov.uk</a> and special schools including alternative provision are to email: <a href="mailto:candy.holder@islington.gov.uk">candy.holder@islington.gov.uk</a></p> <p>For more than one case follow instructions in the government guidance section “Stepping measures up and down” (call DfE on 0800 046 8687 option 1).</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described below, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> </ul>				

Ref	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks? <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date completed
			<ul style="list-style-type: none"> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> <li>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> </ul> <p>The school/setting should be prepared, if local conditions deteriorate, to implement additional controls e.g. to enable social distancing (e.g. reintroducing bubbles) and face mask wearing for adults and pupils over 11 in communal indoor spaces and/or classrooms at the request of the local Director of Public Health or the government.</p> <p><i>NHS Track and Trace will be contacting relevant persons to identify close contacts from 19 July 2021 onwards – the school/setting may be contacted by NHS to provide information.</i></p>				
			<p>In order to minimise all above risks, eligible persons are encouraged,</p> <ol style="list-style-type: none"> <li>1) To take up vaccines, when offered.</li> <li>2) To participate in lateral flow testing (LFT) for asymptomatic persons and PCR programmes as advised.</li> </ol>				