

St Paul's Church Nursery School

Risk assessment September 2022

| Specific Concern   | Risk   | Mitigation in place/progress   | Actions   |
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| The nursery space available to use                               | The church may be affected by closures                                 | PCC permission to reopen   | Permission to use the space confirmed   |
| Cleanliness of nursery   | Covid 19 (notifiable disease)<br><br>Legionnaires (notifiable disease) | Clean of the Church building and nursery<br>Taps are run to clear out any possible legionnaire's disease.  | To be cleaned by Lisa daily   |
|  |  | All people entering the Church buildings advised to wash their hands/ sanitise   | Signs in place  |
|  |  | Children in 1 group  | Gov website:  |
|  | Unfit for purpose  | Health and safety checklist  | Daily check on rota   |
| Appropriacy of outdoor space                                     | Hazardous and unfit for purpose  | Health and safety checklist.   | Daily check on rota   |
| Safety of Forest School area                                     | Hazardous and unsafe for children                                      | Forest School health and safety checklists<br><br>Forest school policies and procedures for outings.<br><br>Forest School risk assessments, including checking boundaries.   | Check Forest School risk assessment<br>Dynamic risk assessments<br>Weather checks   |
| COVID transmission – staff, children and community being unwell. | Illness, staffing issues.<br>Long covid.                               | In line with <a href="https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19">https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19</a><br><br>Individuals can still reduce the risk of catching and passing on COVID-19 by: <ul style="list-style-type: none"> <li>a. Getting vaccinated;</li> </ul> | Following the governmental updates: <ul style="list-style-type: none"> <li>Children and young people who are unwell and have a high temperature will be advised to stay at home and avoid contact with other people, where they can. Government guidance will state that "they can go back to school, college or childcare when they no longer have a high</li> </ul> |

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|  | <p>Closing the nursery</p> | <ul style="list-style-type: none"> <li>• <i>b. Letting fresh air in if meeting indoors, or meeting outside;</i></li> <li>• <i>c. <b>Wearing a face covering in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet, when rates of transmission are high;</b></i></li> <li>• <i>d. Trying to stay at home if you are unwell;</i></li> <li>• <i>e. Taking a test if you have COVID-19 symptoms, and staying at home and avoiding contact with other people if you test positive; and</i></li> <li>• <i>f. Washing your hands and following advice to ‘Catch it, Bin it, kill it’</i></li> </ul> <p>Communication with parents and carers regarding the nursery’s ability to remain open due to illness and also the impact of immunocompromised children/adults.</p> <p>Masks at pick up time and settling in are strongly advised</p> | <p><i>temperature, and they are well enough to attend”.</i></p> <ul style="list-style-type: none"> <li>• <i>People with symptoms of a respiratory infection, including Covid-19, and a high temperature or who feel unwell, will be advised to try stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature.</i></li> <li>• <i>Anyone with a positive Covid-19 test result will be advised to try to stay at home and avoid contact with other people for five days, which is when they are most infectious (although it should be noted that free testing for the general public will end on this date as well).</i></li> <li>• <i>Advice will be provided for individuals who need to leave their home when they have symptoms or have tested positive, including avoiding close contact with people with a weakened immune system, wearing a face-covering and avoiding crowded places.</i></li> </ul> <p>Reminders to parents of the implications of the importance of the wellbeing of our whole community and the implications to our staff, children and families.</p> <p>To ask parents and carers to respectfully continue wearing masks at pick up time.</p> |
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|  | Missing a child on the register   | arrival and collection procedure and policy.   | To ask parents to continue to queue sensibly with their children at drop off to avoid crowding   |
| Staff availability when there is illness                           | Not enough staff members available to keep staff: child ratio high      | Cover list including parents/volunteers  | an extra member of staff has been employed   |
|  |   | Follow government guidelines*<br><a href="https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid?dm_i=6L45,13I4,3U71M3,27LTH,1">https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid?dm_i=6L45,13I4,3U71M3,27LTH,1</a> | Be vigilant of governmental and local updates – EY Alliance, Pacey, SCC bulletins  |
| Parents concerns for Covid and letting their child join a setting. | Start dates. Not enough children to make the setting financially viable | Ongoing conversations and monthly newsletters.<br>Communication and updates on Family, email<br>Home visits reintroduced<br>Staggered starts<br>Open visits after session.<br>Parents and families invited to fun days and other events  | Letters sent with for new and remaining parents with updates and government guidelines<br><br>Initiations to events                    |
| Numbers of children  | Problems with settling in   | Photos of setting to familiarise on website<br>Stories read by staff to familiarise<br>Updates via email and website, newsletters<br>Be vigilant of numbers of children on books<br>Share settling in policy.  | Constant communication<br>Mark to update website<br><br>Naomi to update admissions spread sheet regularly and share with Finance Team. |
| First Aid  | Staff up to date on handling first aid for children                     | Advice sought<br>Paediatric First Aid during the coronavirus epidemic accessed – staff watched video and reviewed present guidelines   | training carried out September 2022  |

#### On arrival:

| Specific concern         | Risk                                   | Mitigation in place  | Actions   |
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| Staff arrival and set up | Spread of Covid 19/ social distancing. | Apart from key holder, all staff will continue to enter building via the fire door and will wash their hands on arrival. | There is no access from the church to Nursery inside the building |

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|                     | Parents start assembling in the hallways – crowd hazards.                              |  |   |
|                     |  | Staff have access to thermometer.  | Effective Thermometer purchased<br>Any staff who appear unwell or whose temperature does not fall within normal parameters will be asked to return home |
|                     |  | Staff will have access to plastic gloves – for toileting, tissues etc.<br>Access to mask/visor if staff feel appropriate.                                      | Plastic gloves and masks purchased  |
| Arrival of children | Social distancing, spread of infection<br>Too many people in any one place at any time | Parents respectfully asked <b>not to attend</b> if their child or anyone else in their household is ill in any way.  | Letter out before we open with governmental advice.<br>Outbreak Management guidance and plan sent to parents and put on website                         |
|                     |  | As good practice, Parents will be asked – if at all possible - to arrive with only one child   | <b>Covid response Measures – Living with Covid</b>  |
|                     |  | Carers continue to enter down the slope with sufficient space to keep the gate clear.<br>Buggies left up the top/ outside if possible<br>Early bird café open. | Signage<br>Social distancing encouraged<br><br>Vigilance of governmental policy change<br><br><b>Arrival/collection procedure</b>                       |
|                     |  | Stagger start dates – older returning children have 2 days to re-settle on 6 September 2021<br>New children staggered settling                                 | Letters sent out with start dates<br>Older to younger children through to November<br><br><b>Settling in policy – Living with Covid</b>                 |
|                     |  | Child hand washing – sanitise before coming in building  | Reminders to parents<br>In newsletter<br>Visual reminders<br>Purchase sanitiser   |
|                     |  | Monitor children for cough cold symptoms.  | Any child who appears unwell or whose temperature does not fall within normal parameters will be asked to return home                                   |
|                     |  | Children only in the classroom. Children to register at the door at the base of the slope.   | Letter out before we open   |

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|              |                                      | Older returning Child comes to member of staff taking register by door.<br>Children have own bags with change of clothes, water bottle, snack, lunch | Made clear to parents.<br>Can go to back of queue if child is distressed.<br>Child may need support, TLC, key person.<br><b>Settling in Policy – Living with Covid</b> |
| Late arrival | Safety/wellbeing of child and family | Wait half hour and then try contact: text/call<br>Safeguarding documents and <b>Child Protection Policy</b>  | To remind parents of safeguarding regulations and implications.  |

### Classroom time:

| Specific Concern                              | Risk  | Mitigation in place  | Actions  |
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| Arrival of children                           | Too many children trying to come in at same time.<br>Losing a child.                | 2 practitioners on the door. One taking the register and the other guiding children.<br>2 members of staff in the setting – one helping with pegs.   | <b>Arrival procedure</b>   |
| Social distancing whilst settling-in children | Cross infection as settling-in.   | Children do not need to social distance<br>Limited parents in the setting. Correspondence sent outlining procedures.<br>Dates of start staggered.<br>Masks advised to be worn by parents – to be respectful to staff and those who are immune compromised<br>ventilation | Follow Public Health England govt guidance<br>Parents aware no social distancing for children<br>Parents aware to wear masks in the building /settling in and maintain social distance.<br><b>Settling in policy – living with Covid</b><br>Government review April 2022 |
| Distressed children                           | Contrary to personal, social development and emotional state.<br>Separation anxiety | Start dates staggered to allow reduced adult/parent presence.<br>Parents requested not to use the resources and encouraged to let their child explore independently/ with staff members.   | Monitor the settling of each child/parent/carer.<br>Communication and guidance by teachers/key people  |
| Toilet use and hand washing                   | Cross contamination   | Regular and frequent timetable for hand washing<br>sanitise on arrival, exit, after being outside<br>washing before/ after snack/lunch.<br><br>Leave toilet door open<br><br>Toilet lids down  | Plenty of hand soap and towels.<br>Songs for 20 seconds<br>Monitor Ventilation.<br><br>Toilet lids sourced to prevent aerosol transmission when flushing.  |

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| Eating and spreading germs | Cross contamination<br>choking<br><br>dehydration | Snack time and lunch time routines<br>Hand washing.<br><br>No sharing of foods – children bring own snack, lunch, water bottle (access to water at all times)<br>Eat outside when possible                  | Children bring own snack and lunch in bag.<br>Own drink bottle we can fill up.<br>No sharing of any food/drink items.<br><br>To remind parents of choking hazards<br><a href="https://foundationyears.org.uk/wp-content/uploads/2021/09/Early-Years-Choking-Hazards-Table_FINAL_21-Sept-2021.pdf">https://foundationyears.org.uk/wp-content/uploads/2021/09/Early-Years-Choking-Hazards-Table_FINAL_21-Sept-2021.pdf</a> |
| Tissues                    |   | Bags for tissues<br>Catch the sneeze, bin the tissue and wash hands (Catch it, bin it, kill it)<br>Gloves available for helping child.<br>Disinfectant ready to clean area if sneezed upon.                 | Extra bin bags required for tissues.<br>Sanitiser and spray purchased<br><br>Parents reminded to work in partnership with Nursery in encouraging self-help skills, wiping noses etc.   |
| Fire precautions           | Burning/death                                     | Refer to Fire Procedure<br>May need to move up to school as former protocol if fire engine arrives. Wait in car park.<br>Termly fire-practice<br>Fire extinguishers regularly checked; fire alarms checked. | fire drill procedure – check role termly practice. Nicola to liaise with Steve Moggs<br><br>liaise with St Paul’s School about emergency protocol update – to revisit 2021/2022  |

#### Illness during the session:

| Specific concern                            | Risk               | PLAN  | Actions  |
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| Staff member becomes ill during the session | Spread of Covid 19 | Follow Covid Response measures:<br>If showing symptoms, take LFT.<br>If Covid 19 is confirmed, we will follow Public health England guidelines and<br>Symptomatic individuals who record a positive test will isolate in line with current guidance and with mindfulness for the whole community. | Confirm use of small room<br>Source PPE equipment<br><br>Keep list of emergency phone numbers for parents available to all staff<br><br>List of numbers of volunteers available to come in to help if needed |

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|                                    | Spread of any contagious virus  | <p>If negative and feeling well, return to work.</p> <p>If feeling unwell, stay at home and report absence so cover can be put in place.</p>   | <p>Check ratios.</p> <p>If test negative, Return to work when well.</p> <p>If positive follow <a href="http://www.nhs.uk">www.nhs.uk</a> self-isolation and treating coronavirus symptoms</p>   |
| Child becomes ill during a session | <p>Spread of Covid 19</p> <p>Spread of any contagious virus</p> <p>Distressed and ill child</p> | <ol style="list-style-type: none"> <li>1. Remove the child to the small room – open the windows</li> <li>2. Staff use as much PPE as needed – mask, gloves etc</li> <li>3. Reassure and comfort the child</li> <li>4. Call parents of child to collect</li> <li>5. Call 111 if medical advice is needed</li> <li>6. In an emergency dial 999</li> <li>7. Clean the room thoroughly</li> <li>8. Person dealing with the child should thoroughly wash their hands</li> <li>9. Call in additional help as required for staffing levels</li> <li>10. child to have lateral flow test if showing symptoms.</li> </ol> <p>If Covid 19 is confirmed, we will follow government and local authority guidelines</p> <p>If not and the child is ill, to remain at home until better.<br/> <b>If the child needs Calpol, he/she should not be at nursery.</b></p> | <p>As above</p> <p>Check phone/contact numbers</p> <p>If test negative, the child can return to Nursery <b>when well.</b></p> <p>If positive, follow <a href="http://www.nhs.uk">www.nhs.uk</a> self-isolation and treating coronavirus symptoms.</p> |
| Child ill before session           | <p>Spread of illness</p> <p>Compromising immunocompromised child and staff members</p>          | <p>Normal procedure to ring/text/email Nursery to let them know of child's absence, before registration.</p> <p>Important to keep child home if unwell. <b>If the child needs Calpol, he/she should not be at Nursery.</b></p>   | <p>Contact parent/carer if not phoned/texted in.</p> <p>Call safeguarding numbers if parent does not respond.</p>   |

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| Family member of child has COVID-19 | Spread of any contagious virus to others<br>Spread to individuals who are at high risk of severe illness if infected with COVID-19.<br>This includes | Staff and parents/carers aware of governmental guidelines. | Communication of living with Covid updates and governmental updates, through email, Family (see below)<br><br>Asking parents to consider what is best for the children, staff and community. |
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### Departure of children:

| Specific Concern              | Risk   | Mitigation in place  | Actions   |
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| Departure of children         | Too many grown-ups in the corridor/setting<br><br>Losing a child<br>Handing a child over to an individual who does not have permission/legal rights. | Patience at 12.15<br>Parents to come in and collect child – staggered.<br>Enter down the corridor to collect belongings, into the Nursery room and take own child and out the door in a circuitous route.<br><br>The child is marked out by the gate. One at a time.<br>The gate is shut after each child as added security.<br>Only a practitioner opens/closes the gate.<br>Photos of contacts who have permission to collect are on the wall by the exit. | <b>Arrival/collection policy</b><br>To be reviewed constantly<br><br>To keep contact with Social services team if a carer is excluded from parental rights. |
| Late arrival of parent/carers | Health/safety of carer.  | 2 practitioners to remain with child.<br>Parents to be rung, then local emergency contact.<br>Follow Surrey County Council's advice on contacting police/social services.  | Registration form to be filled in with contact details also for emergencies.<br>Permission forms for who can collect.                                       |

### Daily cleaning:

| Specific Concern                    | Risk                 | Mitigation in place  | Actions  |
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| Entrance, halls and reception areas | Spread of infections | All floors, toilets, kitchen areas, corridors and surfaces given thorough clean again before opening | All areas will be thoroughly cleaned daily, using antibacterial sprays, industrial strength recommended products and good household cleaning products. |
| Classroom area                      |                      | The whole nursery area will be thoroughly cleaned at the end of every day we are open                |  |



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| Toys |  | Buckets used to soak the resources with Milton/ bleach/ antibacterial solution/spray/wipes. |  |
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<https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19>