

St Paul's Church Nursery School

Re- opening Risk Assessment : NOVEMBER 2020

Preparation before opening:

Specific Concern	Risk	Mitigation in place/progress	Actions
The nursery space available to use	The Church are not allowed to open the building	PCC permission to reopen	Permission to use the space confirmed
Cleanliness of nursery and preparation of area before opening	Covid 19 (notifiable disease) Legionnaires (notifiable disease)	Clean of the Church building and nursery before opening Taps are to be run to clear out any possible legionnaire's disease.	Cleaned at end of term To be cleaned by Carolina and set up INSET 4/9/2020 Discussed with chair.
		All people entering the Church buildings will wash their hands/ sanitise	Signs in place
		Removal of soft toys from the nursery. Reduce resources to facilitate high hygiene standards with cleaning. Children in 1 group	Gov website:
Staff availability	Not enough staff members available to keep staff: child ratio high	On-going conversations over summer. Discussions at Inset	Inset Friday 4 September Weekly Meetings and daily communication
		Delay opening if outbreak before September	Vigilant of governmental updates Test and Trace
Parents thoughts Numbers of children	Start dates	Ongoing conversations and newsletters. Communication and updates.	Letters sent
	Children not prepared to return/start Returners absent since March.	Dates for Stay and Play – returners, older new children, younger September children. Photos of setting to familiarise on website Stories read by staff to familiarise Updates via email and website	Letter sent and reminder to respond 1,2,3 September. Reassurance to parents Constant communication Mark to update website
First Aid	Staff up to date on handling first aid for children	Advice sought Paediatric First Aid during the coronavirus epidemic accessed – staff watched video and reviewed present guidelines	Completed – 03.06.20

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On arrival:

Specific concern	Risk	Mitigation in place	Actions
Staff arrival and set up	Spread of Covid 19/ social distancing	Apart from key holder, all staff will enter building via the fire door and will wash their hands on arrival.	Sanitiser at entrance Church aware of openings so no need for key holder to use QR code.
		Staff have access to thermometer.	Thermometer purchased 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. Access to mask if staff feel appropriate.	Plastic gloves and masks purchased
Arrival of children	Social distancing, spread of infection Too many people in any one place at any time	Parents asked not to attend if their child or anyone else in their household is ill in any way.	Letter out before we open. With governmental advice.
		Parents will be asked – if at all possible - to arrive with only one child.	
		To enter down the slope with sufficient space to keep the gate clear. Buggies left up the top if possible	Signage 2m marks on the floor Remain 2 metres from the entrance Vigilance of governmental policy change
		Stagger start dates – older returning children have a week to re-settle New children staggered settling	Letters sent out with start dates Older to younger children through to November Settling in policy COVID 19
	22 new starters unprecedented. Hard to settle. Lots of 2 year olds	Child hand washing – sanitise before coming in building	Letter out before we open. In newsletter

	Separation anxiety	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 – parents deliver to door, 2 metres away.	Letter out before we open
		Older returning Child comes to member of staff taking register by door. Children have own bags with change of clothes, water bottle, snack, lunch	Made clear to parents. Can go to back of queue if child is distressed. They can try again, but the child must come in voluntarily. Younger child may need support.

Classroom time:

Specific Concern	Risk	Mitigation in place	Actions
Arrival of children	Cross - infection	Staggered arrival times	Parents to wait on yellow feet on the slope. Ask for patience.
Social distancing whilst settling-in children	Cross infection as settling - in	Children not need to social distance Limited parents in the setting, wearing masks. Dates of start staggered if too many adults in the setting.	Follow Public Health England govt guidance Parents aware no social distancing for children in correspondence sent. Parents aware to wear masks in the building and social distance. Settling in policy COVID 19
Toilet use and hand washing		Regular and frequent timetable for hand washing Wash on arrival, exit, after being outside, before/after snack/lunch. Sanitisers used.	Plenty of hand soap and towels. Songs for 20 seconds Clean between bubbles. Ventilation. Toilet door open Toilet lids sourced to prevent aerosol transmission when flushing.
Eating		Snack time and lunch time Hand washing	Eat outside when possible. Children bring own snack and lunch in bag. Own drink bottle we can fill up. No sharing of any food/drink items.
Departure of children		Patience at 12.15	Arrival/collection policy COVID 19
Tissues		Bags for tissues Catch the sneeze, bin the tissue and wash hands	Catch it, bin it, kill it. Pedal bins.

		Gloves available for helping child. Disinfectant ready to clean area if sneezed upon.	Extra bin bags for tissues. Double bagged at end of day. Parents made aware they children have to be independent with wiping noses. (newsletter August 2020)
Fire precautions	Burning/death	Revert to Fire Procedure May need to move up to school as former protocol if fire engine arrives. Wait in car park.	fire drill procedure – check role termly practice liaised with St Paul’s School about emergency protocol update.

Illness during the session:

Specific concern	Risk	PLAN	Actions
Staff member becomes ill during the session	Spread of Covid 19	<ol style="list-style-type: none"> 1. Leave the setting immediately and go home where they should follow govt guidance OR 2. Remove immediately from the setting into small downstairs room if unable to go home – open the windows 3. If assistance is required – use PPE equipment to assist, support and reassure 4. Contact 111 if medical advice is needed 5. In an emergency dial 999 6. Remove staff member from the building 7. Clean the room thoroughly 8. Supporting members of staff should thoroughly wash their hands 9. Call in additional help as required for staffing levels 10. Staff member to take test <p>If Covid 19 is confirmed, we will follow Public health England guidelines.</p>	<p>Confirm use of small room Source PPE equipment</p> <p>Keep list of emergency phone numbers for parents available to all staff</p> <p>List of numbers of volunteers available to come in to help if needed</p> <p>Check ratios.</p> <p>If the test is negative, they can return, and household members can end their self-isolation but if the test is positive the individual will follow www.nhs.uk “Self-Isolation and Treating Coronavirus Symptoms” guidance. The Nursery will remain open until advised otherwise. The Nursery will comply with the advice of Public Health England, NHS ‘Test and Trace’ process and the Local Health Protection Team, This information is in line with gov.uk. guidelines within their stipulated “Systems of Control”.</p>

Child becomes ill during a session	Spread of Covid 19	<ol style="list-style-type: none"> 1. Remove the child to the small room – open the windows 2. Staff use as much PPE as needed – mask, gloves etc 3. Reassure and comfort the child 4. Call parents of child to collect 5. Call 111 if medical advice is needed 6. In an emergency dial 999 7. Clean the room thoroughly 8. Person dealing with the child should thoroughly wash their hands 9. Call in additional help as required for staffing levels 10. child to have COVIDtest. <p>If Covid 19 is confirmed, we will follow Public Health England guidelines</p>	<p>As above</p> <p>Check phone/contact numbers</p> <p>If the test is negative, they can return, and household members can end their self-isolation but if the test is positive the individual will follow www.nhs.uk “Self-Isolation and Treating Coronavirus Symptoms” guidance.</p> <p>The Nursery will remain open until advised otherwise. St Paul’s Church Nursery will comply with the advice of Public Health England, NHS ‘Test and Trace’ process and the Local Health Protection Team, This information is in line with current gov.uk. guidelines within their stipulated “Systems of Control”.</p>
Child ill before session	Spread of illness	Normal procedure to ring/text/email Nursery to let them know of child’s absence, before registration.	Contact parent/carer if not phoned/texted in. Call safeguarding numbers if parent not respond.

Departure of children:

Specific Concern	Risk	Mitigation in place	Actions
Collection of children	Social-distancing, spread of infection. Too many people in any one space, at any one time	Parents asked to collect without extra children if at all possible. Parents asked to be patient.	Letter out before we open
		Use one-way system as on arrival	Signage at the foyer doors
		Parents collect from the door or gate no entry to the classroom	Procedures, risk assessment to be sent to parents.
	Late arrival for collection	2 members of staff to stay with child	Parents/contacts to be called. Late collection policy

Daily cleaning:

Specific Concern	Risk	Mitigation in place	Actions
Entrance, halls and reception areas	Spread of infection	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 by Carolina	
Toys		Buckets used to soak the resources with Milton/ bleach/ antibacterial solution/spray/wipes.	

links

Gov.co.uk actions for early years and childcare providers during the coronavirus (COVID 19) outbreak.

Public Health England

PHE Surrey and Sussex Health Protection Team (South East)

County Hall

Chart Way

Horsham

RH12 1XA

0344 225 3861 (option 1-4 area dependant)

PHE.sshpu@nhs.net

Dfe helpline 0800 0468687

www.nhs.uk

Self isolation and Treating Coronavirus Symptoms

www.gov.uk

*Local COVID alert levels: what you need to know

*Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (updates 21/10/20)

*Coronavirus (COVID-19) getting tested

*COVID-19: guidance for households with possible coronavirus infection