

**St Paul's Church Nursery School**

**Re- opening Risk Assessment: January 2021 lockdown**

**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)   | Clean of the nursery before opening<br>Taps are to be run to clear out any possible legionnaire's disease.   | To be cleaned by Lisa during Christmas holiday 2020<br>Discussed with chair.   |
|   | Legionnaires (notifiable disease)   | All people entering the Church buildings will wash their hands/ sanitise.<br>Church closed<br>Hot spots to be cleaned after use.   | Signs in place<br>Masks to be worn in Church area as agreed with Ops (SSF)   |
|   |   | Reduce resources to facilitate high hygiene standards with cleaning.<br>Children in 1 group  | Gov website:   |
| Staff availability  | Not enough staff members available to keep staff: child ratio high.<br><br>Nursery will close.                | On-going conversations over Christmas/January 4.   | Meeting/discussions with staff, Chair, MC<br>Weekly Meetings and daily communication.<br>Staff doing extra days to cover self-isolation of staff member  |
|   |   | With school lockdown (4 January 2020 8pm), pendant of daily changes regarding governmental decisions.<br><br>Parents aware of the need for ratios to organise staffing for Jan/Feb half term.  | Vigilant of governmental updates<br>Test and Trace<br><br>Newsletter to parents. Phone calls to chase up those not attending.<br><br>Give parents a deadline to let us know if they will be attending first half term. |
| Children in more than one setting                             | Transmission of Virus from other families outside of our bubble.<br>Children and staff contracting the virus. | Children to only attend one setting UNLESS with a child minder who has no other children to look after to minimise transmission.<br>Grandparents/family can collect/drop off as extra childcare allowed following governmental guidelines. | Newsletter/conversations with families who attend other settings/ have shared child minders.   |

|   |  |  |   |
|---|--|--|---|
|   | Nursery closure if self isolation fatalities               |  | TO reassess once the lockdown is lifted, following governmental updates.  |
| Not enough children to be financially viable (particularly 2 year olds) | Nursery closure  | Keep open as long as possible.<br>EY network meetings  | Keep following gov.co.uk SCC updates.<br><br>Declaration forms signed for those who have funding when child has attended. |
|   |  |  |   |
| Parents thoughts<br>Numbers of children                                 | Start dates of new children.                               | Ongoing conversations and newsletters.<br>Communication and updates.<br><br>Masks to be worn to take a child who needs comfort and cuddles to come into Nursery. | Weekly newsletters<br>Key person communication<br>Constant updates  |
|   | New children coming into the bubble. Transmission of COVID | Holding off new children to be settled until new guidelines.   | Keep parents updated.   |
|   | Children not returning after settling pre-Christmas        | Stories read by staff on website to familiarise children with practitioners.<br>Updates via email and website  | Reassurance to parents<br>Constant communication<br><br>Mark to update website  |
| 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                             | Completed – 03.06.20  |

#### 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<br>Church aware of openings so no need for key holder to use QR code.   |
|                          |                                       | Staff have access to thermometer.  | 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 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 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 even through lockdown of other educational establishments.                |  |
|                     |  | To enter down the slope with sufficient space to keep the gate clear.<br>Buggies left up the top if possible   | More Signage on forecourt and down slope.<br>2m marks on the floor<br>Remain 2 metres from the entrance<br><br>Vigilance of governmental policy change<br><br><b>Arrival/collection procedure COVID 19</b> |
|                     | Hard to resettle .<br>Lots of 2 year olds  | Child hand washing – sanitise before coming in building  | Letter out before we open.<br>In newsletter  |
|                     |  | 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  |
|                     | Separation anxiety   | Children only in the classroom – parents deliver to door, 2 metres away.   | reminders out before we open   |
|                     |  | 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>Younger child may need support.   |

**Classroom time:**

| Specific Concern    | Risk              | Mitigation in place           | Actions   |
|---------------------|-------------------|-------------------------------|---|
| Arrival of children | Cross - infection | Social distancing of 2 metres | Parents to wait on yellow feet on the slope.<br>Ask for patience. |

|                             |                       |   |   |
|-----------------------------|-----------------------|---|---|
| Toilet use and hand washing |                       | Regular and frequent timetable for hand washing<br>Wash on arrival, exit, after being outside, before/after snack/lunch.<br>Sanitisers used.                    | Plenty of hand soap and towels.<br>Songs for 20 seconds<br>Clean between bubbles.<br>Ventilation.<br>Toilet door open<br>Toilet lids down to prevent aerosol transmission when flushing.                        |
| Eating                      | Transmission of germs | Snack time and lunch time<br>Hand washing   | Eat outside when possible.<br>Children bring own snack and lunch in bag.<br>Own drink bottle we can fill up.<br>No sharing of any food/drink items.   |
| Departure of children       |                       | Patience at 12.15   | <b>Arrival/collection policy COVID 19</b>   |
| Tissues                     |                       | Bags for tissues<br>Catch the sneeze, bin the tissue and wash hands<br>Gloves available for helping child.<br>Disinfectant ready to clean area if sneezed upon. | Catch it, bin it, kill it.<br>Pedal bins.<br>Extra bin bags for tissues. Double bagged at end of day.<br>Parents made aware they children have to be independent with wiping noses.<br>(newsletter August 2020) |
| Fire precautions            | Burning/death         | Revert to Fire Procedure<br>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<br>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"> <li>1. Leave the setting immediately and go home where they should follow govt guidance OR</li> <li>2. Remove immediately from the setting into small downstairs room if unable to go home – open the windows</li> <li>3. If assistance is required – use PPE equipment to assist, support and reassure</li> <li>4. Contact 111 if medical advice is needed</li> <li>5. In an emergency dial 999</li> <li>6. Remove staff member from the building</li> <li>7. Clean the room thoroughly</li> </ol> | <p>Confirm use of small room<br/>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> |

|                                    |                    |   |   |
|------------------------------------|--------------------|---|---|
|                                    |                    | <ol style="list-style-type: none"> <li>8. Supporting members of staff should thoroughly wash their hands</li> <li>9. Call in additional help as required for staffing levels</li> <li>10. Staff member to take test</li> </ol> <p>If Covid 19 is confirmed, we will follow Public health England guidelines.</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 <a href="http://www.nhs.uk">www.nhs.uk</a> "Self-Isolation and Treating Coronavirus Symptoms" guidance.</p> <p>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,</p> <p>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"> <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 COVIDtest.</li> </ol> <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 <a href="http://www.nhs.uk">www.nhs.uk</a> "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,</p> <p>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.<br>Too many people in any one space, at any one time | Parents asked to collect without extra children if at all possible.<br>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<br>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.<br><b>Late collection policy</b> |

#### 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 Lisa        |  |
| 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](mailto:PHE.sshpu@nhs.net)

Dfe helpline 0800 0468687

[www.nhs.uk](http://www.nhs.uk)

Self isolation and Treating Coronavirus Symptoms

[www.gov.uk](http://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