

St Paul's Church Nursery School

Re-opening Risk Assessment : 6 SEPTEMBER 2021 (Step 4)

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 Lisa and set up INSET 3/9/2021
		All people entering the Church buildings will wash their hands/ sanitise	Signs in place
		Children in 1 group – no longer in consistent groups (bubbles)	Gov website:
	Unfit for purpose	Health and safety checklist	Daily check
Staff availability	Not enough staff members available to keep staff: child ratio high	On-going conversations over summer. Discussions at Inset	Inset Friday 3 September
		Delay opening if outbreak before September NHS Track and Trace Under 18s no longer required to self-isolate if contacted by Track and Trace as a close contact of a positive COVID-19 case. Advised to take PCR test. If asymptomatic, under 18s no need to self-isolate whilst awaiting results.	Be vigilant of governmental updates – reviews at end of September 2021
Parents concerns for stage 4.	Start dates	Ongoing conversations and newsletters. Communication and updates. Home visits reintroduced Staggered starts	Letters sent with for new and remaining parents with updates and government guidelines August 2021
Numbers of children	Admissions low – financial implications. Enforced Closure.	Photos of setting to familiarise on website Stories read by staff to familiarise Updates via email and website, newsletters Be vigilant of numbers of children on books	Constant communication Mark to update website

			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 Paediatric First Aid during the coronavirus epidemic accessed – staff watched video and reviewed present guidelines	Completed – 03.06.20 To revisit guidance/reviews

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 continue to enter building via the fire door and will wash their hands on arrival.	To review as Church reopens
		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. 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	Covid response Measures
		Carers continue to enter down the slope with sufficient space to keep the gate clear. Buggies left up the top/ outside if possible	Signage Social distancing encouraged Vigilance of governmental policy change Arrival/collection procedure (Step 4)
		Stagger start dates – older returning children have 2 days to re-settle on 6 September 2021 New children staggered settling	Letters sent out with start dates Older to younger children through to November

			Settling in policy (Step 4)
		Child hand washing – sanitise before coming in building	Letter out before we open. In newsletter Visual reminders 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
		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. Child may need support, TLC, key person. Settling in Policy (Step 4)
Late arrival	Safety/wellbeing of child and family	Wait half hour and then try contact: text/call Safeguarding documents and Child Protection Policy	To remind parents of safeguarding regulations and implications.

Classroom time:

Specific Concern	Risk	Mitigation in place	Actions
Arrival of children	Too many children trying to come in at same time	2 practitioners on the door. One taking the register and the other guiding children. 2 members of staff in the setting – one helping with pegs.	Arrival procedure
Social distancing whilst settling-in children	Cross infection as settling-in.	Children do not need to social distance Limited parents in the setting. Correspondence sent outlining procedures. Dates of start staggered. Masks to be worn by parents in line with guidance – recommended they are worn in enclosed and crowded spaces when in contact with people you don't normally meet. ventilation	Follow Public Health England govt guidance Parents aware no social distancing for children Parents aware to wear masks in the building /settling in and maintain social distance. Settling in policy (Step 4) Government review end of September 2021

Distressed children	Contrary to personal, social development and emotional state. Separation anxiety	Start dates staggered to allow reduced adult/parent presence. 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. Communication and guidance by teachers/key people
Toilet use and hand washing	Cross contamination	Regular and frequent timetable for hand washing sanitise on arrival, exit, after being outside washing before/ after snack/lunch. Leave toilet door open Toilet lids down	Plenty of hand soap and towels. Songs for 20 seconds Monitor Ventilation. Toilet lids sourced to prevent aerosol transmission when flushing.
Eating and spreading germs	Cross contamination dehydration	Snack time and lunch time Hand washing. No sharing of foods – children bring own snack, lunch, water bottle (access to water at all times) 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.
Tissues		Bags for tissues Catch the sneeze, bin the tissue and wash hands (Catch it, bin it, kill it) Gloves available for helping child. Disinfectant ready to clean area if sneezed upon.	Extra bin bags required for tissues. Sanitiser and spray purchased Parents reminded to work in partnership with Nursery in encouraging self-help skills, wiping noses etc.
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. Termly fire-practice	fire drill procedure – check role termly practice. Nicola to liaise with Steve Mogg liaised with St Paul’s School about emergency protocol update – to revisit 2021

Illness during the session:

Specific concern	Risk	PLAN	Actions
Staff member becomes ill during the session	Spread of Covid 19	Follow Covid Response measures: If showing symptoms, get PCR test. Isolate until results	Confirm use of small room Source PPE equipment

	Spread of any contagious virus	<p>If Covid 19 is confirmed, we will follow Public health England guidelines. Symptomatic individuals who record a positive test will need to isolate in line with current guidance.</p> <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>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 test negative, Return to work when well. Household members end isolation.</p> <p>If positive follow www.nhs.uk self-isolation and treating coronavirus symptoms</p>
Child becomes ill during a session	Spread of Covid 19 Spread of virus.	<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 test. <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 test negative, the child can return to Nursery when well. Household members end isolation.</p> <p>If positive, follow www.nhs.uk self-isolation and treating coronavirus symptoms.</p> <p>Await advice of NHS Track and Trace</p>
Child ill before session	Spread of illness Compromising immunocompromised child and staff members	<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. If the child needs Calpol, he/she should not be at Nursery.</p>	<p>Contact parent/carer if not phoned/texted in. Call safeguarding numbers if parent does not respond.</p>

Departure of children:

Specific Concern	Risk	Mitigation in place	Actions
Departure of children	<p>Too many grown-ups in the corridor/setting</p> <p>Losing a child Handing a child over to an individual who does not have permission/legal rights.</p>	<p>Patience at 12.15 Parents to come in and collect child – staggered. Enter down the corridor to collect belongings, into the Nursery room and take own child and out the door in a circuitous route.</p> <p>The child is marked out by the gate. One at a time. The gate is shut after each child as added security. Only a practitioner opens/closes the gate</p>	<p>Arrival/collection policy (step 4) To be reviewed constantly</p> <p>To keep contact with Social services team if a carer is excluded from parental rights.</p>
Late arrival of parent/carer	Health/safety of carer.	<p>2 practitioners to remain with child. Parents to be rung, then local emergency contact. Follow Surrey County Council’s advice on contacting police/social services.</p>	<p>Registration form to be filled in with contact details also for emergencies. Permission forms for who can collect.</p>

Daily cleaning:

Specific Concern	Risk	Mitigation in place	Actions
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	
Toys		Buckets used to soak the resources with Milton/ bleach/ antibacterial solution/spray/wipes.	