

Ronald Tree Nursery School

NCC template Early Education and Childcare COVID-19 Risk Assessment Plan

The following risk assessment is for use in early years provision to aid with the identification of risk and the subsequent planning to mitigate against these risks following the Government's anticipated re-opening of childcare provision on 1st September.

Risk assessments should be reviewed daily and adapted as necessary throughout the phased re-opening.

UPDATED – 4/11/2020 due to Lockdown 2

UPDATED 05/01/2021 due to national lockdown

Risk: Transmission Through Contact	Who	Protective Measures Taken:	Status/RAG Rating
<p>To create strategies for social distancing by considering:</p> <ul style="list-style-type: none"> • Use of available rooms/spaces for different age groups (Conditional in line with EYFS floor space minimum requirements) • Mealtime provision – how, when, where? • Using outdoor space to minimise transmission – who, when? 	<p>All staff</p>	<ul style="list-style-type: none"> • Two year old room to be kept separate from main nursery • Staff members moving through Nursery will sanitize before and after and keep these movements to a minimum. • Snack time to take place as a group, rather than a “rolling snack” • Tables at snack and lunchtime to be separated and children spread out • One staff member will prepare daily snack for all. They will wash hands and wear a face mask. • Make good use of outdoor spaces as often as possible • Separate outdoor spaces for use by two year olds and main nursery • Share revised procedures with staff • Staff advised to maintain social distancing in staff room, corridor, office etc. Extra areas allocated for staff lunch times, maximum of 5 staff in each room. • Use of communal areas indoors restricted • Provision made for staff to take lunch breaks outdoors weather dependent • Staff meetings and training will be conducted through virtual conferencing or completed online where possible SMT to deliver to smaller groups of staff to allow for social distancing • Staff advised not to car share to travel to and from work at this time • Staff advised on current travel guidelines if having to use public transport to get to and from work 	<p>All in place and being followed</p>

<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for personal care needs</p>	<p>All staff</p>	<ul style="list-style-type: none"> • Stock check of essential supplies completed prior to opening e.g. gloves, aprons, hand soap, hand sanitiser, disinfectant, toilet rolls and tissues • Stock levels will be monitored closely • Amendments made to health and hygiene policy • Separate toilet facilities for staff in each room to avoid further cross contamination • Changing units/mats organised for each room where needed • First aid box contents checked for stock and use by dates • All toileting and intimate care needs to be recorded in line with our intimate care policy 	
<p>To establish procedures to ensure regular hand washing in accordance with guidelines</p>	<p>All staff</p>	<ul style="list-style-type: none"> • Children and staff encouraged to wash hands when entering the setting; after coughing or sneezing; after using the toilet; before and after handling food and prior to leaving the setting • Staff establish handwashing routines throughout the day • Hand washing posters displayed in all rooms for staff and children as a reminder 	
<p>To identify a contained room or area for use should a child or staff member show symptoms of Covid-19</p>	<p>SMT</p>	<ul style="list-style-type: none"> • Willow Room has been identified as a room to enable contagion to be contained. In light of a child or staff member displaying symptoms, the room will be fully vacated and cleaned. • Illness policy adapted • Parents made aware of stricter guidelines around ill health and attendance (Leaflet for parents) • Staff to be briefed on symptoms of COVID-19 to be able to spot signs • Parents must collect children as soon as possible should they start to display COVID-19 related symptoms and get a test done before the child can return to nursery • Suitable PPE has been made available in this area for the staff member supervising • Staff members with symptoms will be asked to leave the premises immediately to isolate, pending testing if available 	

Risk: Staff and Children's Attendance			
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	SMT	<ul style="list-style-type: none"> • Risk assessment for individual staff carried out to ascertain availability and safe return to work for individuals • Staff meeting held virtually to share expectations with all staff and to address concerns • Member of staff identified as well-being champion, for staff to discuss concerns • Access to well-being and mental health support communicated and shared with staff • Staff given support helpline number (poster displayed in staff room) • Staff to wear face coverings when in face to face contact with parents as of 4/11/2020 	
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	SMT	<ul style="list-style-type: none"> • Parents advised on notifying setting if taken ill and symptoms so that isolation advice can be adhered to • Parents and staff asked to inform nursery of holiday destinations, to ensure appropriate quarantine in line with changing government guidelines • Clear expectations for parents have been shared, in booklet which they can share with their children • Details provided of hygiene measures in place to mitigate risk of infection • Amendments added to safeguarding policy • Share "system of controls" with parents, staff and governors • In the case of staff absence, parents to be informed if their child is unable to attend nursery that day. 	
To establish processes and procedures and share with parents for pick up and drop off arrangements to ease pressure on 'pinch points'	SMT	<ul style="list-style-type: none"> • Staggered start and end times have been established • Separate entrance points identified for the different groupings • 'Drop and go' procedure put in to place with more communication taking place via telephone, only Nursery child to enter building. • Only parents who are symptom free or have completed the required isolation periods will be able to drop off or collect their child • 2m spacing marked visually on the playground and pathway to promote social distancing for parents waiting to drop off or collect 	

		<ul style="list-style-type: none"> • Parents advised to wear face coverings on Nursery grounds at drop off / pick up times as of 4/11/2020 • Parents advised that only one member of the family is to drop off and collect their child where possible. • Parents advised we are unable to store items such as car seats etc. in the building at this time • Requirements have been shared with parents through booklet • Updated phone and email emergency contact lists for staff and parents 	
To establish a process for collecting a child due to illness or an existing appointment during the day	SMT	<ul style="list-style-type: none"> • Guidance for collection has been established and shared with parents • Those displaying symptoms will be relocated to the isolated area with a member of staff (wearing PPE) until they can be collected 	
Risk: Maintaining Cleanliness			
To prepare by carrying out a deep clean of the premises and in particular the kitchen prior to re-opening before food preparation resumes	All staff	<ul style="list-style-type: none"> • Cleaned and disinfected all areas and surfaces prior to reopening 	
To maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> • Follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Staff made aware of additional cleaning responsibilities and briefed on infection control and additional risk assessments • Daily checklist of extra cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> Door handles Table tops/chairs Toys/equipment/resources Light switches Books Toilets Sinks Door bell Entry Keypads Fridge Kettle Taps Telephones 	

		<ul style="list-style-type: none"> • Teaching staff to clean tables, door handles and keypads at the end of the morning • Staff to use disposable cloths and anti bac spray or anti bac wipes to clean surfaces • Staff to wear disposable gloves and aprons for cleaning • In areas where a break out of COVID-19 is suspected all cleaning materials will be double-bagged, then stored securely for 72 hours and thrown away in the regular rubbish after cleaning is finished • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with symptoms additional PPE must be worn - use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • Where possible soft furnishings have been removed from the environment where they are not washable, wipeable or disposable • A 'no toys/items from home' policy established during this time where possible except for essential comforters • Only children who are symptom free or have completed the required isolation period are able to attend • Staff temperature will be taken on entry to nursery. Anyone with a temperature above 38 degrees will not be allowed in • Only staff who are symptom free, have completed the required isolation period or achieved a negative test result will be allowed to work • No visitors will be permitted in the building unless absolutely necessary • Where safe to do so, windows will be opened to allow for airflow • Staff must wear clean uniform daily and where possible change on arrival and departure • Children must wear clean clothing daily 	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> • Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment 	

Risk: Safeguarding			
To complete building and site checks	SMT	<ul style="list-style-type: none"> • Building and site checks completed to ensure any health and safety issues that need attention are identified and actioned <p>Checks carried out on the following:</p> <ul style="list-style-type: none"> • gas • heating • water supply • mechanical and electrical systems (PAT testing) • Persons allowed in the building (with face covering) to carry out necessary maintenance and repairs. As much as possible out of school hours. 	
To ensure compliance of fire safety systems	SMT	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> • all fire doors are operational • fire alarm system and emergency lights are operational 	
To identify actions required to ensure sufficiency in meeting increased demand for support where children are: <ul style="list-style-type: none"> • In need of early help • Have additional needs such as behaviour, sensory impairment etc. • Exhibiting mental health and well-being issues • In need of bereavement counselling • Meeting the social care thresholds 	All staff	<ul style="list-style-type: none"> • Pupils with safeguarding needs or special needs will be encouraged to bring their child to Nursery. • Specific pupils will be identified to receive regular phone calls from the safeguarding team if they choose not to send their child to Nursery. • Amendment to safeguarding policy • List of useful websites identified to be able to put support in to place quickly or signpost parents • Professionals for SEND children allowed to enter the building subject to their own risk assessment. Face coverings will be worn where appropriate 	
To update staff knowledge of emerging safeguarding issues	DSL	<ul style="list-style-type: none"> • DSL undertaken relevant online training • Briefing given to all staff on return to work to include updates on current child protection issues. Particular focus on the toxic triangle of domestic abuse, substance misuse and mental health • Reinforced safeguarding procedures, specifically in relation to disclosures made by children to ensure staff are prepared to respond skilfully and appropriately 	
Risk : Dealing with an outbreak			
To follow government guidelines	SMT	<ul style="list-style-type: none"> • Inform staff and parents of test and trace process • Follow local health protection team advice • Refer to NCC "Covid 19 outbreak control plan" • Where required store home testing kits safely for parent or staff use 	