**Version 6**





**COVID19: Re-opening Risk Assessment/Action Plan**

**May 2021**

**Amendments created on 4th May 2021, effective from 10th May 2021**

**COVID19: Re-opening Risk Assessment and Action Plan**

**Bell Day Nursery and Pre-School**

**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the nursery and ensure the nursery continues to operate in a safe way while partially open.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

* + DFE Guidance relating to COVID19 – Specifically DFE Planning guide for early years and childcare settings – Published 24 May 2020
  + Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  + The Health Protection (Notification) Regulations 2010
  + Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’
  + Including additional policies which can all be accessed via our nursery websites.

**Having re-opened on 1st June 2020. Bell Day Nursery and Pre-school have been operating with measures in places referring to the re-opening risk assessment. This has been reflected on and adjusted as new guidelines have superseded others.**

**Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (13th April 2021)**

**Risk Assessment/ Action Plan Sections:**

Systems of control

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**Systems of control**

The ‘system of controls’ are a set of principles for infection control. We follow this advice and maximise the use of these control measures, thus effectively minimising the risks of viral transmission.

[***https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak***](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme** | **Control Measures** | **Risk to Implementation** | **Action Required / Decision Made** | **Action Completed  Date** |
| **Premises** | Office spaces re-designed to allow office-based staff to work safely.  The staff room will be used by a maximum of 3 people. Staff will be expected to socially distance in the staff room. The room should be well ventilated with the window being open at all times. | *Both offices do not allow for adequate space between staff members, Pre-school reception area used for lots of staff to come and speak to office.* | *Less office based staff in due to age.*  *No more than one person to be seated at reception desk.*  *Desks in main office (nursery) positioned 2 metres apart. No more than 4 people in the main office at a time.*  *Parents and visitors not allowed in nursery if they can email or phone office.* | *Reviewed*  *September 2020*  *Reviewed January 2021*  *Reviewed May 2021*  *Reviewed May 2021* |
| Entry and exit routes to the nursery are in place, any physical changes and/or signage required to allow social distancing are in place. | *Queues likely at entrance to nursery and pre-school. Social distancing unlikely to be maintained.* | *2-metre markers are present in nursery car park. No cars to be parked in main nursery car park. Bollards and tape in place to indicate where to wait.*  *One way system in place to enter and exit the nursery waiting area. Signage in place.*  *Naturally staggered starts due to working parents bringing their children at different times.*  *No parents allowed in the building. Children to be collected from parent by a member of staff at the first wooden gate. (Main nursery) and* (Garden gate for babies). At the end of the session a member of staff will communicate with the room staff to bring the child to the parent at the gate.  Key people to collect from parents and handover at the end of the day where possible.  *Pre-school*  *Parents with children to queue along the path behind the electric car charger to be collected by a member of staff at the beginning of the side entrance footpath (Pre-school).* *Children will access the nursery via the back gate. Staff enter the nursery through the back gate but leave the nursery through the main Lord Butler exit/entrance.* *Key people to collect from parents and handover at the end of the day where possible.*  *All staff members collecting children from the gate or handing over to parents at the end of a session to wear masks.*  *Parents/carers to also wear masks when dropping off/collecting children.* | *Reviewed for September 2020*  *Reviewed May 2021*  *Reviewed May 2021*  *Reviewed May 2021*  *January 2021*  *Reviewed May 2021* |
| Parents/carers will be asked to wear a face covering when dropping off or collecting their child. |  | *To inform parents through FAMLY message – Displayed on the FAMLY Newsfeed on 29th September for implementation on 30th September 2020* | *29th September 2020*  *Reviewed May 2021* |
| **Emergency Evacuations** | Evacuation routes are confirmed, and signage accurately reflects these.  *NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.* | *Social distancing would be harder.* | *Procedure reminded to all staff. Everyone aware evacuation is priority over social distancing.*  *Groups to keep separated upon congregating at the fire assembly point. metres apart.*  *Fire drill to be completed with children /staff in their new rooms.* | *Reviewed September 2020*  *Reviewed 2021*  By the end of w/c 7th September 2020.  Fire drill and lockdown drills completed on 10th December 2020.  Regular fire drills/lockdown drills taking place in 2021 |
| **Cleaning and waste disposal** | Enhanced cleaning regime is in place in line with [COVID19: Cleaning in non-healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)  (updated 15th July 2020) | *Cleaners off sick*  *Lack of equipment* | *Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.*  *Hand towels and handwash are to be checked and replaced as needed.*  *Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.*  **Capacity of staff is adequate to enable enhanced cleaning regime.** | *Reviewed September 2020.*  *Staffing reviewed January 2021*  *Reviewed May 2021* |
| Adequate cleaning supplies and facilities around the nursery are in place.  Arrangements for longer-term continual supplies are also in place. | *Low supply of hand gel.* | *Hand sanitiser available at the main nursery entrance*  *Handwashing stations at entrance to both nursery and pre-school. All children to have their hand washed by staff as they enter the premises.*  *Lidded bins in rooms*  *Disposable tissues in each room to implement the ‘catch it, bin it, kill it’ approach*  *Stock check and ordering schedule reviewed and order made.* | *Reviewed September 2020*  *Reviewed January 2021*  *Reviewed May 2021*  *KR able to order* |
| Sufficient time is available for the enhanced cleaning regime to take place. |  | *All staff advised to leave the site by 6.10pm in order for cleaning to be undertaken.*  *Staff reminded to hold socially distanced staff meetings in the garden after 6pm rather than on the premises to allow for cleaning to commence.* | *Reviewed September 2020*  *Staff meeting to be on hold or via zoom or in bubbles only if essential – January 2021*  *Reviewed May 2021* |
| Waste disposal process in place for potentially contaminated waste. |  | *Waste collections made when the minimum number of persons are on site. Staff to wear PPE when taking nappy waste to the yellow bin in the car park.* | *Reviewed May 2021* |
| **Rooms** | The number of staff and children that can use each room at any one time has been determined according to the physical capacity of the individual rooms as dictated in the EYFS framework. |  | *We will be fulfilling our usual ratios. In the event of staff sickness additional members of staff will have to be called in to work and removed from the furlough scheme. A few members of staff remained furloughed.* | *Reviewed*  *September 2020*  *Reviewed May 2021* |
|  |  | *Home/nursery agreement produced to reflect situation and shared with parents.*  *Latest version sent to parents* | *Sent to parents 20th August by E La Roche*  *Most recent sent out 4/1/2021* |
| Appropriate resources are available within all classrooms e.g. IT, age specific resources.  NB: Rooms will not share resources with each other unless they have been cleaned thoroughly first. |  | *Children resources to enable cleaning of these resources regularly. Excess resources to be moved to storage areas accessible only to the individual room for rotation.*  *Once a day in rooms.*  *Staff and children to wash hands for 20 seconds frequently.* | *Reviewed September 2020*  *Reviewed September 2020*  *Reviewed again Jan 2021.*  *Children’s handwashing now recorded on Famly.*  *Reviewed May 2021* |
| ‘Messy resources’  The outside sandpit can be used alternatively by LS room and SC room. LS to use it for a week and then SC the following week. This will ensure that the sand has the time over the weekend to decontaminate. between groups.  Rooms will not be sharing any type of messy play with other rooms.  Water play – Children can have access to water play. Children’s hands will then be washed at the end of the session and the water thrown away.  Paint and other messy play resources can be used in a controlled manner and is heavily supervised with children and adults washing hands at the beginning and end of using them.  These messy activities will be discarded at the end of the day and will stay in their ‘bubble’. Hands will be washed regularly as mentioned previously in this document especially before and after  In the event of any child attempting to eat the messy play, accessing it without having washed hands, sneezing in it etc. it will be thrown away and an alternative activity sought.  Cooking can be carried out with children who have their own utensils, ‘mixture’ etc. | *Each activity will be visually risk assessed by the room manager. In order to satisfactorily fulfil the EYFS framework certain experiences/activities and resources are deemed necessary for children’s development.*  *It was considered essential to children’s development to still use sensory activities even during the pandemic.*  *Babies and younger children often put their hands in their mouths when exploring sensory activities. They will be observed carefully when accessing any messy play.* |  | *Reviewed November 2020*  *Reviewed January 2021*  *Reviewed 4/2/2021*  *Reviewed May 2021* |
| Rooms have maximum ventilation possible to allow for good air flow. Use of air conditioning permitted due to external air extraction. | *Hot weather may make this unworkable. Air conditioning to then be used.* | *Cold weather can make this uncomfortable.* | *January 2021*  *May 2021* |
| No communal home learning resources to leave the premises or be returned. |  | *Home learning to be sent via Famly and displayed on outside notice boards in the waiting area.* | *May 2021* |
|  | Parents will be encouraged not to bring in personal items from home unless deemed necessary. This will also apply to nursery items being sent home. Artwork will be stored at nursery for 7 days before being sent home. |  |  | *Reviewed May 2021* |
|  | .  Mats and cot mattresses will be cleaned between each use – Anti-bac and left to dry thoroughly before being used. Each child to have own sheet as per pre-covid19. | *Staff are used to changing sheets when swapping children in cots.* | *Staff will be informed of change of practice at induction.*  *With new babies starting, cleaning mattresses in the evening allowing them to dry for the next day will be necessary.* | *Reviewed September 2020*  *Reviewed*  *January 2021*  *Reviewed May 2021* |
| **Nappy Changing** | Staff to wear correct PPE. Disposable gloves/mask/apron.  Training to be given on how to use PPE effectively at induction.  At the end of each day, yellow bag is removed from the site taken to the yellow waste bin the car park when there are fewer people in and around the premises. |  | *PPE to be ordered and a continuous supply to be in place.* | *Reviewed September 2020*  *Items ordered from a variety of suppliers.*  *Reviewed May 2021* |
| **Staffing** | Staffing numbers required for the full reopening have been determined including management team. |  | *Look at rota of management in Main Nursery and Pre-school*  *Further staff are returning from furlough as numbers have been increased to full capacity.* | *Reviewed for September 2020*  *Reviewed for January 2021*  *Reviewed May 2021* |
| Approach to staff absence reporting and recording in place. All staff aware. |  |  |  |
| Lateral Flow Tests – All staff members will complete LFTs twice a week. . | *Staff forgetting to take tests* | *Reminders to be sent out on class dojo* | *Reviewed May 2021* |
| Communication arrangements are in place with those staff who are still furloughed. |  | *Staff returning will receive full training and induction on arrival.*  *Two members of the management* | *September 2020*  *Reviewed May 2021* |
| Plans to respond to increased sickness levels are in place.  Cover arrangements determined (including leaders and safeguarding designated leads) | *Cover becomes sick and is unavailable* | *Ensure staff who are furloughed know they may be called to come back to work.* |  |
| Approaches for meetings and staff training in place. – Meetings to be held on zoom if possible, outside or at a social distance.  Meetings to be held in bubbles permitted inside. | *Lack of IT equipment.* | *Check all staff have access to Zoom via IT equipment if required.* | *April 2021*  *May 2021* |
| Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations and that of children and colleagues is clear. |  | *Staff are aware of available support and advice for staff and children available from ECC, including the Educational Psychology service* [*https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx*](https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx)  *Staff have access to ‘My Health Assurance’ App in order to support and promote positive mental health monitoring.*  *Kirsty Reville to attend 2 day ‘Mental Health First Aid course’ and has become our named person.* | *Staff reminded again in November 2020*  *September/*  *October 2020*  *Mental Health catch up carried out with all staff March 2021*  *Reviewed in May 2021* |
| Pregnant women are classed at ‘critically vulnerable’. A separate risk assessment has been created in line with Management of Health and Safety at Work Regulations (MHSW) 1999 |  | *Gina created with Peninsula* | *Reviewed when needed* |
| Staff have been asked if they are classed as ‘vulnerable’ to Covid-19. GO has noted this. Where possible vulnerable staff will continue to be furloughed. |  |  | *Updated January 2021* |
| Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. |  | *Staff handbook distributed for returning members of staff.* |  |
| Return to nursery procedures are clear for all staff. |  | *Staff handbook and training.* | *Reviewed September 2020*  *Induction for new starters May 2021* |
| Any staff contracts that need to be issued, extended or amended considering the current situation have been. |  |  |  |
| Any HR processes that were in progress prior to or put on hold due to the COVID19 emergency, have been appropriately resolved. | *First aid training for some was cancelled.* | *First aid training rebooked.*  *We still meet the necessary requirements as staff first aid training is staggered for this very reason.* | *Booked September*  *And 24th October*  *First Aid and Safeguarding training has been completed November 2020.*  *All staff up to date with first aid and safeguarding training. Reviewed May 2021* |
| Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.  Outside visitors are permitted into garden or inside the building if essential. They will be signed in using the visitors’ books to enable them to be contactable in the event of a covid case being identified.  Parents of children due to start nursery will be able to visit the nursery when it is empty at the weekend. Social distancing will apply where possible apply and toys and resources will be cleaned between each visit.  A member of staff from the room will be present and a member of the management team.  Our Spanish teacher will be visiting the nursery again from September. She will change her clothes before entering the nursery if she has been at different setting prior to arriving. She will clean all her equipment before and after using it within the setting. She will distance herself from the children where possible.  She will be signed in and out and a record of her attendance will be kept. | *Reviewed April 2021*  *Spanish teacher completes a lateral flow test twice a week.* | *Only permitting visitors in an emergency or for essential reasons.*  *Check with the contractor any requirements their employer has specified before visit. Share nursery protocols.* | *Reviewed May 2021* |
| **Social Distancing** | Arrival and departing protocols set out above.  Rooms will remain as a bubble during the day. They will not mix with other age groups.  Rooms will have access to outside play spaces. One group at a time. Equipment will be cleaned after every use. |  | *Communication to parents returning sent out on 19th/20th August 2020*  *Nursery and Families Working together sent out for parents 20th August 2020* | *Reviewed Jan 2021*  *Reviewed May 2021* |
| Our pre-school room and main nursery will not mix in any way and cross contamination will be reduced where possible.   * One manager to be based at our Pre-school room. * Meetings will take place on zoom rather than staff visiting both settings. * One cook for each setting. | *Barriers to managers working in only one setting may include a lack of resources being available, SENCO not able to physically visit both settings.* | *When relevant, check that parents have given permission for children to be videoed for sharing in their learning journeys or with other professionals. Ensure equipment including ICT resources and other resources are adequate at both settings and are fit for purpose.* | *Reviewed Jan 2021*  *Reviewed May 2021* |
| Staff social distancing measures:  -Staff are requested to not congregate in the office.  - Not meeting face to face with people outside of bubble. Staff should adhere to the latest social distancing guidelines as specified by the government at lunch breaks. |  |  |  |
| Encourage one member of staff only to use the room’s phone to limit visits to the office. One member of staff also to use the room tablet. |  |  |  |
| **Mealtimes** | Handwashing to take place as usual before each mealtime.  Only nursery cups/beakers will be used.  Children in the pre-school room will line up for their meals and collect from staff in a ‘school type’ way to prepare them for school. | *Numbers of children returning to the setting mean that this will not be possible.*  *Exception to this – children bringing in medication for constipation in their own cup from home.*  *Staff to be extra vigilant and to supervise.* | *Staff will prepare snacks and tea for children.*  *To be kept away from other children at all times.* | *Reviewed for September 2020*  *Reviewed May 2021* |
| **PPE** | PPE requirements understood and appropriate supplies in place.  Long term approach to obtaining adequate PPE supplies in place.  To be worn for intimate care e.g. nappies/toileting.  To be worn for First Aid and to be worn if a child is ill and displays coronavirus symptoms. | *Shortages incurred* |  | *Reviewed September 2020*  *Reviewed Jan 2021* |
| Staff provided with face visor, face mask, gloves if required | *Not used properly and contaminated* | Training for all staff on safe use of PPE |  |
|  | For nappy changes staff will wear disposable masks, gloves and a disposable apron. |  |  | *Staff reminded Jan 2021* |
| **First Aid** | 1) Staff to wear visor/gloves/facemask and apron. Visor to be worn if child is coughing/spluttering  2) Use of ear thermometers  3) handwashing before and after treatment  4) Limit number of people involved in first aid to Room Managers only where possible |  |  | *All staff received a covid induction refresher in April 2021* |
| **Response to suspected/ confirmed case of COVID19 in nursery/pre-school** | Approach to suspected COVID19 cases in place: during the nursery day/pre-school:  Inform member of the management team  1) If a child becomes unwell with a new continuous cough or high temp they should be sent home immediately and asked to obtain a test (self-isolate for 10 days. If they are tested and it is negative, they may return earlier)  2) They should wait in an isolated area. An adult in PPE should wait with them  3) If they need the bathroom – use an isolated one this should be (the accessible toilet at the main nursery and the staff toilet in the Pre-school room) This should clean immediately after.  4) Adult supporting should handwash themselves afterwards. They may wish to go home to change clothes if possible  5) Isolation areas should be thoroughly cleaned afterwards |  | Ensure enough PPE in Office | *Reviewed May 2021* |
| Approach to confirmed COVID19 cases in place:   1. If symptoms develop and adult or child tests tested positive, the nursery or pre-school will contact our local health protection team for advice, OFSTED and in the case of pre-school, inform 1Life as well. 2. Parents will be informed if we have a confirmed case. |  |  | *Reviewed May 2021* |
| Updated Child Protection Policy in place. |  | *Revised and updated if deemed necessary by Gina Owers. Safeguarding lead.* | *Reviewed for May 2021*  *Reviewed for September 2020* |
| Work with other agencies has been undertaken to support vulnerable children and families.  List created of children absent and has been followed up by SGL. |  | GO to review | *Reviewed in May 2021*  *All children are now attending the setting again.* |
| **Curriculum / learning environment** | Priority will be settling children in on return to nursery. |  | *Recognition of emotional needs* | *Reviewed for May 2021* |
| **Communication** | Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups. |  | *Zoom meetings arranged for all staff returning – 21/5/2020*  *Induction*  *29/5/2020* | *September 2020*  *Covid induction carried out with all new starters. Reviewed*  *May 2021* |
| Communications with parents:  Letter sent to parents via Famly/Dojo for children returning in September 2020   * Home/Nursery agreement sent out. |  | *Sent to parents end of August 2020* | *Sent to parents January 2021*  *and to each new parent as they enrol.* |
| On-going regular communication plans determined to ensure parents are kept well-informed. |  | *Letters, Family messages* | *Reviewed May2021*  *Parents confirmed in feedback forms (April 2021) they had felt communicated with.* |
| **Nursery events, including trips** | The nursery’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including nursery trips.  Groups are permitted to leave the nursery with updated risk assessments in place to reflect the changes to practice with covid-19 in mind and visit open spaces.  P.E.  Restarted April 2021 as infection rates reduced across the UK. See separate risk assessment.  KSS have their own risk assessment for covid-19.  Forest school will be used from October, please refer to Forest school risk assessment. There will be no limit on the number of children attended as long as the usual adult to child ratios are adhered to. The same group attends forest school for 6 weeks and this in then changes to a new group.  Only DL and DC to drive the minibus. One bubble at a time. Cleaned with antibac spray when finished.  Swimming will take place from end of April 2021. See separate risk assessment. | *Leaving the premises will involve possibly being exposed to other people. Individual risk assessments detail how risks will be managed.*  *It is understood that being in the fresh air away from others will have a positive impact on the fight against covid-19.* |  | *Reviewed in December 2020*  *And in January 2021*  *Reviewed May 2021*  *Reviewed in May 2021* |
|  |  |  |  |  |