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**Covid 19: Re-Opening Risk Assessment and Action Plan ongoing**

**30th November 2021**

Amendments created and effective from 30th November 2021

**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 once fully 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 This has been reflected on and adjusted as new guidelines have superseded others.**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) pandemic (July 2021)**

**Risk Assessment/Action Plan Sections:**

Premises

Emergency Evacuations

Cleaning and Waste Disposal

Rooms

Nappy Changing

Staffing

Social Distancing

Mealtime

PPE

First Aid

Response to suspected/confirmed case of COVID 19 in nursery/preschool

Curriculum/learning environment

Nursery events, including trips

**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.

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| **Theme** | **Control Measures** | **Risk to Implementation** | **Action Required/Decision Made** | **Action Completed Date** |
| **Premises**  Entry and exit routes to the nursery are in place, any physical changes and/or signage required to allow social distancing are in place. | Office spaces re-designed to allow office-based staff to work safely.  The staff room will only be used by double vaccinated people. The room should be well ventilated with the window being open at all times.  Queues likely at entrance to nursery and pre-school. Social distancing unlikely to be maintained. This is now optional for parents but we making this available.  Parents/Carers and staff wearing masks. |  | Ventilation in office and staff room.  Parents are allowed into the building for special occasions such as parents evening, Christmas events etc with prior discussion with management. They are asked to wear masks. This is all subject to the current covid guidance and may change at any time.  One way system in place to enter and exit the nursery waiting area, signage in place.  Bollards and tape in place to indicate where to wait.  Naturally staggered starts due to working parents bringing their children at different times.  No parents to enter the building at pick up and drop off. Children will be collected from the parent by their key person where possible from the wooden gate in the playground (main nursery).  Preschool parents will queue along the path behind the electric charger.  We now have the Q-Bell app that all parents use. They press the doorbell on the app and it rings the room directly, they then wait in the playground/carpark for their child to be brought out to them.  29th November 2021 – We have now asked parents and staff to start wearing face masks at drop off and pick up. | Reviewed September 2020  Reviewed January 2021  Reviewed May 2021  Reviewed July 2021  Reviewed October 2021  Reviewed November 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.* |  | Groups to be kept separate upon congregating at the fire assembly point.  Fire drill to be completed with staff and children | Reviewed Sept 2020  Reviewed July 2021  Reviewed Oct 2021  Reviewed Nov 2021 |
| **Cleaning and waste disposal** | Enhanced cleaning regime is in place in line with Covid-19: Cleaning in the non-healthcare settings guidance (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 routine.** | Reviewed Sept 2020  Reviewed July 2021  Reviewed Oct 2021  Reviewed Nov 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 the entrance to the main nursery. All children have their hands washed by staff as they enter the buildings.  Lidded bins within the 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 Sept 2020  Reviewed July 2021  Reviewed Oct 2021  Reviewed Nov 2021 |
|  | 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 the cleaning to be undertaken.  Staff meetings can now be held inside within the room. | Reviewed Sept 2020  Reviewed May 2021  Reviewed July 2021  Reviewed Oct 2021  Reviewed Nov 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 carpark. | Reviewed May 2021  Reviewed July 2021  Reviewed October 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 into work.  There is no longer a furlough scheme.  A nursery agreement was made with parents back in August 2020, which currently isn’t applicable but is subject to change. | Reviewed Sept 2020  Reviewed May 2021  Reviewed July 2020  Sent to parents August 2020 by *E La Roche*  Reviewed July 2021  Reviewed Oct 2021 |
|  | Appropriate resources are available within the 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.  Staff and children to wash hands for 20 seconds frequently. | Reviewed Sept 2020  Reviewed July 2021  Reviewed Jan 2021  *Children’s handwashing now recorded on Famly*  Reviewed May 2021  Reviewed July 2021  Reviewed October 2021 |
|  | ‘Messy Resources’  The outside sandpit can now be used.  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 with be discarded at the end of the day. Hands will be washed regularly as mentioned previously in this document especially before and after.  In the event of any children 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 Jan 2021  Reviewed July 2021  Reviewed October 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.  Each room has a CO2 monitor which has been supplied by the DFE. | Reviewed Jan 2021  Reviewed May 2021  Reviewed July 2021  Reviewed October 2021  Reviewed Nov 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 covid-19. | Staff are used to changing sheets when swapping children in cots. | Staff will be informed of this practice during their induction.  With new babies starting, cleaning mattresses in the evening allowing them to dry for the next day will be necessary. | Reviewed Sept 2020  Reviewed Jan 2021  Reviewed May 2021  Reviewed July 2021  Reviewed October 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 in the carpark when there are fewer people in and around the premises. |  | PPE to be ordered and a continuous supply to be in place. | Reviewed Sept 2020  Reviewed Jan 2021  Reviewed May 2021  Reviewed July 2021  Reviewed October 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. | ELR to remind staff and to complete at work if needed. | Reviewed May 2021  Reviewed July 2021  Reviewed October 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 the 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>  Staff have access to ‘My Health Insurance’ App in order to support and promote positive mental health monitoring.  KR attended 2 day ‘Mental Health First Aid Course’ and has become out named person. | Staff reminded again in Nov 2020  September/October 2020  Mental Health catch up carried out with all staff March 2021  Reviewed May 2021  Reviewed July 2021 |
|  | Pregnant women are classed as ‘critically vulnerable’. A separate risk assessment has been created in line with Management of Health and Safety work Regulations (1999) |  | Gina created with Penisula | Reviewed when needed.  Reviewed July 2021  Reviewed October 2021 |
|  | Return to nursery procedures are clear for all staff.  New staff all have a covid induction as well as the usual induction.  Staff are now all allocated LFT to use twice weekly on a Sunday and Wednesday Evening. |  | Staff handbook and training. | Reviewed September 2020  Induction for new starters May 2021  Reviewed July 2021  Reviewed October 2021 |
|  | Any staff contracts that need to be issued, extended or amended considering the current situation have been. |  |  | Reviewed July 2021  Reviewed October 2021  Reviewed November 2021 |
|  | Any HR processes that were in progress prior to or put on hold due to the COVID 19 emergency, have been appropriately resolved. | First Aid Training for some was cancelled. | First aid training rebooks. We still meet the necessary requirements as staff first aid training is staggered for this very reason. | All staff up to date with first aid and safeguarding training.  Reviewed May 2021  Reviewed July 2021  Reviewed Oct 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. | Spanish teacher completes a LFT twice a week. | Only permitting visitors in for essential reasons. Check with the contractor any requirements their employer has specified before visit.  Share nursery protocols. | Reviewed May 2021  Reviewed July 2021  Reviewed Oct 2021 |
| **Meal Times** | 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 brining in medication for constipation in their own cup from home.  Staff to be extra vigilant and to supervise. | Staff to prepare snacks and tea for children.  To be kept away from other children at all times. | Reviewed Sept 2020  Reviewed Jan 2021  Reviewed July 2021  Reviewed Oct 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. |  |  |
|  | For nappy changes staff will wear disposable masks, gloves and a disposable apron. |  |  | Staff reminded Jan 2021  Reviewed July 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) We require the negative result to be sent to us before the child returns.  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  If a child comes into contact with a positive Covid-19 case (an individual/someone living with them at home) then we require them to have PCR test and for a negative result to be emailed before they return. |  | Ensure enough PPE in the office | Reviewed May 2021  Reviewed July 2021  Reviewed Nov 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.   Parents will be informed if we have a confirmed case.  All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, **irrespective of vaccination status and age**, will be contacted directly and required to self-isolate immediately and will be asked to book a PCR test." close contacts "will be informed by the local health protection team or NHS Test and Trace if they fall into this category".  The self-isolation rules for all other close contacts (i.e. of Covid cases that have not been identified as the Omicron variant) remain unchanged.(Nov 2021) |  |  | Reviewed May 2021  Reviewed July 2021  Reviewed Oct 2021  Reviewed Nov 2021 |
|  | Updated Child Protection Policy in place. |  | Revised and updated if deemed necessary by Gina Owers. Safeguarding Lead. | Reviewed Sept 2021  Reviewed Oct 2021 |
|  | 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  All children are currently attending.  If individual children are isolating due to having contracted covid, correspondence will be carried out with parents to check on the child’s health and well-being. | Reviewed Sept 2021  Reviewed Oct 2021 |
| **Communication** | Ongoing regular communication plans determined to ensure parents are kept well-informed. |  | Letters, Famly Messages | Reviewed September 2021  Reviewed Oct 2021 |
| **Nursery events, including trips** | All nursery trips and outings are now taking place after a period of suspension. | Leaving the premises will involve possibly being exposed to other people. Individual risk assessments detail how risk will be managed.  It is understood that being in the fresh air way from others will have a positive impact on the fight against Covid-19. |  | Reviewed Sept 2021  Reviewed Oct 2021 |

**Update As of the 19th July 2021, restrictions are not now mandatory. Despite this, as cases of covid-19 remain high in Uttlesford, our attempts to reduce the risk for both our staff and children will continue unchanged.**

**Amendments made on 10/10/2021**

* **We will continue to wear masks when collecting children from their parents at the beginning of the session and when handing over at the end of the session. We have asked parents to respect this decision and to do the same.**
* **Our staff will continue to take two covid LFTs per week.**
* **We will still ask that parents do not enter the building when dropping off and collecting their child/children. This will still happen in the playground.**
* **Children and staff from different rooms will be able to mix in the garden as the majority of staff have now been double vaccinated.**
* **PPE will still be worn to change nappies, to administer first aid and if attending to a child who has displayed any covid symptoms.**
* **Protocols for dealing with a child displaying symptoms in setting will still be followed e.g. being taken to a separate area away from other children while awaiting parental collection.**
* **Enhanced cleaning schedule will continue.**
* **Parent’s evenings/home visits/open mornings will be carefully considered at the time of organising with taking into account the changing numbers with the virus locally. Cancellations/adaptations of these events will be on a case-by-case basis and decisions made at time of commencement.**
* **Our visits within the community will still happen to areas with less people e.g. open spaces.**
* **We will still follow the same protocols if a child or adult in the setting displays any symptoms of covid-19. Adults who have been double vaccinated and also children will not have to isolate if they have been in contact with someone who has tested positive for covid. Instead, the adults will take a PCR test and continue to work unless they show symptoms. Children will attend the setting as normal and will not be expected to take a PCR test unless they show symptoms.**
* **Hand hygiene will continue to be a priority as will keeping the rooms ventilated by having the windows open at all times.**

**Amendments November 2021**

* **Children who have come into contact with a positive covid case at home will be asked to have PCR test and provide a negative result before returning to nursery.**
* **Masks for parents at pick up and drop off are optional.**