



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

**June 2020**

**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.

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| **Theme** | **Control Measures** | **Risk to Implementation** | **Action Required / Decision Made** | **Action Completed  Date** |
| **Preparing Buildings and Facilities** | Premises and utilities have been health and safety checked and building is compliant.   * Fire alarm testing * Repairs * PAT testing * Fridges and freezers * Boiler/ heating servicing * Internet services * Any other statutory inspections * Insurance covers reopening arrangements | *Site has been closed to most staff and children for prolonged period*  *Kitchen was closed since March.*  *Food remains in the freezer and cupboards* | *Two managers have remained on site throughout.*  *Carry out room daily risk assessments to premises before opening.*  Parents to provide packed lunches.  Kirsty Reville to inspect freezers, fridges and food cupboards to deal with remaining food. | *1/06/20*  *22/05/20* |
| Office spaces re-designed to allow office-based staff to work safely. | *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.*  *Screen in place in Pre-school reception area. No more than one person to be seated at reception desk.*  *Desks in main office (nursery) positioned 2 metres apart.*  *Parents and visitors not allowed in nursery if they can email or phone office.* | *26/5/20* |
| 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)*  *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).*  *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.* | *28/5/20* |
|  |  |  |  |
| **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.* | *1/6/20* |
| **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) | *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.** | From 1/6/20 |
| 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.* | *1/6/20* |
| 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.* |  |
| Waste disposal process in place for potentially contaminated waste. |  | *Waste collections made when the minimum number of persons are on site.* |  |
| **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. | *We have some rooms that can usually accommodate 30 children.* | *Rooms will cater for half their usual capacity.*  *Priority has been given to children of Critical Workers and vulnerable children.*  *In order to reduce the number of families entering the premises, half day sessions have been suspended.*  *A skeleton staff will be on site full-time to eliminate more people from entering the premises. The rest of the staff will remain furloughed until more children are allowed to return to nursery. 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.* | *28/5/20* |
|  |  | *Home/nursery agreement produced to reflect situation and shared with parents.* | *Sent out via signable 26/5/20 and 27/5/20* |
| Appropriate resources are available within all classrooms e.g. IT, age specific resources.  NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].  Computer for children to be removed.  Information posters are displayed in every room. | *No COVID19 information posters currently in place. Limited reminders/ awareness for children.* | *Children will have access to limited resources. Excess resources to be moved to storage areas accessible only to the individual room.*  *Equipment has been risk assessed for ease of cleaning and inappropriate items have been removed.*  *Staff and children to wash hands for 20 seconds every 30 minutes. This will be recorded on charts in rooms.* | *By 1/6/20* |
| ‘Messy play’ will not take place. This includes but is not limited to;  Cornflour (gloop)  Shaving foam  Playdough  Water play  Pasta play  Any food play  Flour play |  |  |  |
| Classrooms 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.* |  |  |
| No communal home learning resources to leave the premises or be returned. |  | *Home learning to be sent via Famly/Class Dojo.* |  |
|  | Cots will not be shared. They will be labelled for each child.  Mats will be cleaned between each use – Anti-bac. Each child to have own sheet. | *Staff are used to changing sheets when swapping children in cots.* | *Staff will be informed of change of practice at induction.* | *29/5/20* |
| **Nappy Changing** | Staff to wear correct PPE. Disposable gloves/mask/apron.  Training to be given on how to use PPE effectively.  After each round of nappies. Yellow bag is removed from the site taken to the yellow waste bin the car park. |  | *PPE to be ordered and a continuous supply to be in place.* | *29/5/20* |
| **Staffing** | Staffing numbers required for the partial reopening have been determined including management team. |  | *Look at rota of management in Main Nursery and Pre-school* | *1/6/20* |
| Approach to staff absence reporting and recording in place. All staff aware. |  |  |  |
| Communication arrangements are in place with those staff who are still furloughed. |  | *Staff handbook completed and distributed at training for week commencing 26/05/20* |  |
| 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.* |  |
| Consideration given to staff clothing expectations e.g. washing uniform daily and information shared with staff |  | *Staff handbook shared* |  |
| Approaches for meetings and staff training in place. | *Lack of IT equipment* | *Check all staff have access to Zoom via IT equipment* |  |
| 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) |  |
| Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. |  | *Staff handbook distributed 29/5/20* |  |
| Return to nursery procedures are clear for all staff. |  | *Staff handbook and training* | *Week commencing 26/5/20* |
| Any staff contracts that need to be issued, extended or amended considering the current situation have been. |  |  |  |
| Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved. | *First aid training for some that was cancelled.* | *First aid training rebooked.*  *We still meet the necessary requirements as staff first aid training is staggered for this very reason.* |  |
| 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. |  | *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.* |  |
| Admin for room managers to be temporarily suspended |  | *Communicated in staff handbook* | *29/5/20* |
| **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 and children re arrangements via letter*  *Details sent out on Class Dojo/Famly by 29/5/20*  *Nursery and Families Working together sent out for parents to sign setting out expectations*  *26/5/20 and 27/5/20* |  |
| Staff social distancing measures:  -Staff not permitted to use the staff room or 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** | Children to bring in packed lunches and teas. These will be placed in a plastic bag and stored in the room’s fridge.  Children will be sat further apart at the meal tables. All tables to be positioned in a line with children only sitting one side  Only nursery cups/beakers will be used. | *Nursery kitchen will remain closed.* | *Staff will prepare snacks for children.* |  |
| **PPE** | PPE requirements understood and appropriate supplies in place.  Long term approach to obtaining adequate PPE supplies in place. | *Shortages incurred* |  |  |
| 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. |  |  |  |
| **First Aid** | 1) Staff to wear visor/gloves/facemask and apron. Visor to be worn if child is coughing/spluttering  2) use of infra-red thermometers  3) handwashing before and after treatment  4) Limit number of people involved in first aid to Room Managers only where possible |  |  |  |
| **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 (self-isolate for 7 days. If they are tested and it is negative, they may return earlier)  2) They should wait in Moon Beams side room as this is a room with window ventilation or in the Pre-school room, the garden. 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 |  |
| Approach to confirmed COVID19 cases in place:  1) All children and adults within the confirmed case’s room should be sent home immediately to self-isolate for 14 days. Room to be deep cleaned.  2) If they develop symptoms, the rest of their household should also self-isolate.  3) If symptoms develop and tested positive, nursery to contact Public Health England for advice. |  |  |  |
| **Children settling back into nursery after period of being at home** | List of all critical worker parents up to date. |  | **Parent’s asked on Class Dojo/Famly** | *5/5/20* |
| All parents to be asked to bring children in wearing fresh clean clothes daily. |  |  |  |
| Changes to the nursery opening hours shared with parents. |  | Letter sent 19/5/20  Including staggered room starts and shorter days initially. |  |
| Children will use disposable cups for drinking water. For younger children nursery beakers will be used and washed after every use. |  |  |  |
| Updated Child Protection Policy in place. |  | *Revised and updated if deemed necessary by Gina Owers. Safeguarding lead.* |  |
| Work with other agencies has been undertaken to support vulnerable children and families. |  | SENCO (GO) to review |  |
| **Curriculum / learning environment** | Priority will be settling children in on return to nursery. |  | *Recognition of emotional needs* |  |
| **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 – 21/5/20*  *Induction*  *29/5/20* |  |
| Communications with parents:   * Letter sent to parents detailing partial re-opening * Home/Nursery agreement sent out. |  | *Letter sent to parents 19/5/20*  *Home/Nursery agreements sent out*  *By 1/6/20* |  |
| On-going regular communication plans determined to ensure parents are kept well-informed. |  | *Letters, website updates* |  |
| **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. |  |  |  |