

Plume Avenue Nursery - revised September 2021 re-opening Health and safety risk assessment re COVID-19

Purpose of this document:

This document sets out the decisions taken and measures put in place to prepare for the re-opening of the nursery within Plume Avenue United Reformed Church and to ensure the nursery continues to operate in a safe way. (Additions and/or amendments may be made at any time)

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

- Health and Safety Policy / First Aid Policy / Safeguarding / Child Protection Policy
- DfE Guidance relating to COVID-19
- 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'

| | | Carried out by: | Steve / Jean | Date: | Sept. 2021 |
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| Potential Area of Risk: | Who is at risk: | Level of risk: | Control measure and person(s) responsible: | Review: | |
| | <i>People on premises and those most vulnerable.</i> | <i>Of hazard occurring and risk to people.</i> <i>Likelihood of risk / Severity (High / Medium / Low)</i> | <i>Remove and reduce hazards. Remove and reduce risk to people.</i> | <i>Record, plan, inform, instruct, train and review.</i> | |
| Entrances / Exits Church main door, Internal doors, Doors to outside areas, Fire doors, Toilet doors. | Children / Staff, Parents / Carers | Low / High Low / Low Low / Medium Low / Low Low / Medium | Main access will continue to be controlled by member of the management team through the side gate into the paddock area. External doors to remain locked once all children inside except when access to garden area required. All internal doors where free flow access is required to remain open. Door from main hall to corridor secured by pull string. All door handles cleaned throughout the day. No doorbell. | All staff reminded each morning to ensure security of doors – management team to oversee entrance / exit to building Keys to outside kept near doors in case of fire. | |

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| Entering nursery | Children / Staff, Parents / Carers | Low / Medium | <p>Children will continue to use anti-bacterial hand-gel upon entry to the paddock area.</p> <p>Parents/carers (ideally only one per family) should follow social distancing guidelines when queuing and keep their child with them.</p> <p>Coats and bags to be put on pegs outside under the gazebo until weather forces them inside. Lunchboxes to be brought inside on arrival and placed on trolley in back room. Change bags to be brought inside by a member of staff after parents have left nursery and kept on pegs in toilet area.</p> <p>See also physical / social distancing.</p> <p>See also lunchboxes.</p> | |
| Lunchboxes | Children / Staff, Parents / Carers | Medium / Medium | As above. Lunchboxes moved into lunch room after snack time. | |
| Lunch (and snack time) | Children / Staff | Medium / Medium | <p>Children to only eat food bought in from home, to stop cross contamination. No snack to be provided by nursery at this time. Adults to supervise groups at all times.</p> <p>Snack to be reintroduced at some time during this term (Sep/Oct) subject to confirmation with church that kitchen can be used for basic prep.</p> | To consider providing snack based on government guidelines. |
| Water station, cups | Children / Staff | Medium / Medium | Children can use their own water bottles. Cups are provided but are not currently free to access by children during pandemic. All spillages mopped up immediately. | |

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| Tables and chairs | Children / Staff | Low / Low | Adult and children's tables all fit for purpose. Only children's chairs, ensuring clean and safe. All suitable height for children. Tables to be cleaned before each change of use, chairs to be cleaned at the end of each day. | |
| Mats, lino floor covering & rugs | Children / Staff | Low / Low | Mats and lino will be washed down at the end of each session and sprayed with anti-bacteria spray. Fitted carpets to be vacuumed at end of each day. | |
| Role play kitchen (and similar) including play food | Children / Staff | Low / Low | Only plastic role play equipment to be used until further notice. All to be cleaned at the end of each session / day. Only plastic 'food' to be used. Currently considering re-introduction of fresh food into role play area. | |
| Construction toys | Children / Staff | Low / Low | Checked for safety before and after each use. Children supervised. Wherever possible to provide plastic construction toys to ensure easy cleaning where necessary. | |
| Small world toys (animals, trains, cars / garages, dolls houses etc) | Children / Staff | Low / Low | Checked and washed after each use if required. | |
| Play-doh (and other malleable play activities) | Children / Staff | Low / Low | Home made play dough is back in use. This checked daily and replaced if necessary, and replaced every two days whatever. | |
| Other table-top activities | Children / Staff | Low / Medium | Free choice of resources at set up time. All staff aware of need to ensure resources and equipment is safe, clean and easily cleanable. | |
| Carpet / Circle times | Children / Staff | Low / Medium | Circle times to be kept to a minimum. Smaller groups if possible, endeavour to keep children spaced out. | Ongoing review |

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| Bins | Children / Staff | Medium / Medium | Low bins with bags. Bins emptied and cleaned down thoroughly after each day. | |
| Slip, Trips and Falls. (STF) | Children / Staff | Medium / Low | Children and staff to wear shoes / wellies at all times. Any spillages/ accidents to be cleaned up ASAP. Children positively encouraged to walk inside. Children encouraged to help tidy away toys. | |
| Children's personal care | Children / Staff | Medium / Medium | Children will be changed as and when needed by an allocated member of staff. The staff member will wear gloves and at their own discretion a mask. Please be aware ANY AND ALL soiled underwear will be thrown away. Mats and toilets are cleaned between each child. Thorough hand washing. All children needing to use the toilet must be accompanied, paper towels to be used and adult to ensure taps are sprayed or wiped appropriately after each use. Only 1 child with each adult in the toilet at one time. Nursery is currently unable to provide changes of clothes so all parents / carers must provide sufficient from home. | |
| PPE | Children / Staff | Medium / Medium | Staff may choose to wear and face mask or shield when appropriate and at their discretion. Gloves to be used during personal care. Hand washing before and after snack/ lunch, messy play and any personal care actions. Staff encouraged to wash clothes after each use. | |

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| <p>If a child presents symptoms of Covid-19 (coronavirus)</p> | <p>Children / Staff</p> | <p>Low / High</p> | <p>If a child begins displaying a continuous cough, a high temperature or other possible signs of possible infection, they will be sent home.</p> <p>A child awaiting collection will be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least two metres away from other people. A window should be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If anyone in the setting tests positive, appropriate advice will be sought and appropriate actions taken.</p> <p>All staff who have received two doses of vaccine are no longer required to self-isolate, but are encouraged to get tested as soon as possible.</p> <p>ECC and Ofsted will be notified.</p> <p>If clinical advice is needed, the setting staff, parent or carer should go online to NHS 111 (or call 111 if they don't have internet access)</p> | |
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| Physical / Social distancing | Children / Staff, Parents / Carers | Low / Medium | <p>Only parents who are symptom free will be able to drop off or collect their child.</p> <p>Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible.</p> <p>Parents are to leave promptly and move away from the nursery boundaries whilst maintaining social distancing guidelines.</p> <p>Staff will try to maintain a level of social distancing within the group wherever possible.</p> | |
| Outside and garden use | Children / Staff | Low / Low | <p>Staff to support and encourage physical activity outside as much as possible as weather permitting,</p> <p>Sand and other messy play is back in use but is monitored and changed (or removed) as required.</p> | |
| Windows / Fresh Air | Staff | Low / Low | <p>All windows to remain open at all times to help flow of fresh air throughout setting. Staff and parents/carers of children to ensure suitable clothing provided.</p> | Ongoing review as we approach colder weather period |
| Cleaning | Children / Staff | Low / Medium | <p>Cleaning of all toys and equipment will take place throughout the sessions as required. Any use of disinfectant or other products will follow the COSHH and manufacturers guidelines.</p> <p>Staff to wear appropriate PPE when using cleaning products.</p> | |