

Plume Avenue Nursery – provisional September 2020 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. 2020
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 door will continue to be controlled by member of the management team although initial access to nursery will be via rear doors with entry through paddock area (see entering nursery) 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 doors cleaned throughout the day – doorbell cleaned after each use.	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.	

Entering nursery	Children / Staff, Parents / Carers	Low / Medium	<p>Parents / carers will wait with their children in the paddock area of the church to provide better opportunities for social distancing.</p> <p>Children will use anti-bacterial hand-gel upon entry to the paddock area and initially go to play in the garden (weather permitting). They will wash hands with running water when they come in from the garden. (This procedure has been altered due to over-long queues at the hand-wash station when first arriving with parents)</p> <p>Parents/carers (ideally only one per family) must follow the 2m guidance when queuing and keep their child with them.</p> <p>Coats to be kept in corner room on pegs – spaced out as best as possible to avoid cross-contamination. Coats and bags are sprayed with disinfectant before bringing into the room.</p> <p>See also physical / social distancing.</p> <p>See also lunchboxes.</p>	<p>Management team to ensure paddock area is opened early enough to prevent build up of people near main entrance and to provide clear and obvious markings (in whatever form) to indicate appropriate social distancing.</p> <p>Parents 'code of conduct' to have been distributed to all families prior to their first session.</p>
Lunchboxes	Children / Staff, Parents / Carers	Medium / Medium	Lunchboxes to be placed on table under gazebo in garden on arrival - they will be sprayed with disinfectant before bringing into the setting.	
Lunch (and snack time)	Children / Staff	Medium / Medium	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.	To consider providing snack based on government guidelines.
Water station, cups	Children / Staff	Medium / Medium	Children can use their own water bottles. Cups can be provided but NOT free to access by children during pandemic. All spillages mopped up immediately.	

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. Nursery will avoid using rugs and carpet.	
Books / Book rack	Children / Staff	Low / Low	Books kept to a minimum and cleaned after each use.	
Bean Bags	Children / Staff	Low / Low	Bean bags will not be in use until further notice.	
Mark making table	Children / Staff	Low / Low	Minimal resources. All resources cleaned after use.	
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.	
Construction toys	Children / Staff	Low / Low	Checked and washed after each use. Children supervised. Wherever possible to provide plastic construction toys to ensure easy cleaning.	
Small world toys (animals, trains, cars / garages, dolls houses etc)	Children / Staff	Low / Low	Checked and washed after each use. Children supervised. Plastic toys to be used wherever possible. Small amounts of toys put out.	
Play-doh (and other malleable play activities)	Children / Staff	Low / Low	These activities will not be in use during the pandemic / until further notice.	

Other table-top activities	Children / Staff	Low / Medium	Check with management team prior to putting out equipment / resources. Remember that all resources should be clean, safe and easily cleanable.	
Carpet / Circle times	Children / Staff	Low / Medium	Circle times to be kept to a minimum. Consider small groups, possibly with key person ?	Ongoing review
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 tidy away toys.	
Children's personal care	Children / Staff	Medium / Medium	<p>Children will be changed as and when needed by an allocated member of staff. The staff member will be wearing gloves and at their discretion a mask.</p> <p>Please be aware ANY AND ALL soiled underwear will be thrown away. Mats and toilets are cleaned between each child. Thorough hand washing.</p> <p>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.</p> <p>Only 1 child with each adult in the toilet at one time.</p> <p>Nursery is unable to provide changes of clothes so all parents / carers must provide sufficient from home.</p>	

<p>PPE</p>	<p>Children / Staff</p>	<p>Medium / Medium</p>	<p>Staff can wear masks when appropriate and at their discretion, most importantly at hand over times, and personal care of the children. Gloves to be used when touching items from outside the setting (or immediate washing of hands thereafter), and during personal care. Staff encouraged to wash clothes after each use.</p>	
<p>If a child presents symptoms</p>	<p>Children / Staff</p>	<p>Low / High</p>	<p>If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.</p> <p>A child awaiting collection should 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, advice will be followed - the nursery will close for 14 days, everyone including all families and staff will isolate. 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>	

Physical / Social distancing	Children / Staff, Parents / Carers	Low / Medium	<p>Only parents who are symptom free and or have completed the required isolation periods 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. (see parent code of conduct)</p> <p>Staff will try and keep the 2m distance 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, children are to spend the majority of time outside.</p> <p>There will be NO sand play.</p> <p>Outside toys will be cleaned at the end of each session.</p>	
Windows / Fresh Air	Staff	Low / Low	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.	Ongoing review as we approach colder weather period
Cleaning	Children / Staff	Low / Medium	<p>Cleaning will take place at the end of each session with all toys and equipment used that day will be cleaned with disinfectant following the COSHH and manufactures guidelines.</p> <p>All toys, tables, chairs and other equipment to be sprayed with water and disinfectant solution and wiped down with blue towels if appropriate / necessary.</p> <p>Staff to wear appropriate PPE when cleaning.</p>	