

Parklands Nursery School and Playgroup COVID-19 Systems of Controls Risk Assessment Plan- January 2021

Aims

- to minimise cross contamination risks with other household members
- to manage children attending school or playgroup to minimise cross contamination risks of mixing groups
- to minimise cross contamination risks for dealing with a child who develops symptoms

Proposal for minimising risk

Two environments with children in own bubble with specific staff members

2-4 provision capped 38 contact

2-4's sessional provision capped 38 contact

Environments:

Each bubble to have own consistent environment with separate toilet, changing and food facilities.

Each bubble to have specific consistent staff members covering legal ratios set out in the EYFS.

Risk assessments in place for each bubble outlining how the risk of Covid -19 is being managed.

Government Guidance used to complete latest risk assessments: *Education and childcare settings national lockdown Jan 2021, Actions for early years and childcare providers during coronavirus COVID-19 outbreak*; *COVID-19: Cleaning of non-healthcare settings outside the home*; *COVID-19 Implementing protective measures in education*, *COVID-19 Safe working in education, social care and children's care and the use of personal protective equipment*, *Guidance for full opening of schools*.

Systems of control	Protective measures taken	Resp and review period
1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend.	We will ensure: Information leaflets are provided for staff and parents – clear guidance of when not to attend the school or playgroup. Handouts with clear guidance for parents and staff of what to do when they have symptoms. Clear working procedures of what to do when a child displays symptoms- isolation area. PPE kit provided in each bubble in preparation Signs/reminders on the main doors, windows and website for all visitors. Thermometers provided in each bubble to only be used if child seems unwell.	SMT

	<p>Clear working procedures in place for cleaning of contaminated area of symptomatic child and secure storage of waste.- following <i>DFE COVID-9 Cleaning of non-healthcare setting outside the home</i>.</p> <p>Staff declaration forms to ensure awareness and understanding of safety measures and symptoms.</p> <p>Face masks and visors available and encouraged for staff to use during socially distanced contact with parents - end and beginning of sessions; settling visits to take place outdoors.</p> <p>All parents on site to wear face masks unless exempt.</p> <p>Siblings do not enter the building and stand back from the Reception area - staff to sensitively ask them to move away.</p> <p>Non-attendance on day 1 is followed up by admin and recorded.</p> <p>Only essential visitors on site and wear face mask unless exempt.</p> <p>Letter to parents with clear expectations for engaging in the system of controls to access nursery or playgroup place.</p>	
<p>2) Cleaning hands more thoroughly than usual</p>	<p>The school and playgroup will ensure children and staff will clean hands when:</p> <ul style="list-style-type: none"> • They arrive at the school • When they return from outdoor play • After coughing and sneezing • Before and after eating • After toileting • Before and after tactile activities <p>Good handwashing and knowledge of good personal hygiene will be taught as part of the daily curriculum/routines.</p> <p>Activities and adult led group times will be led weekly to teach and talk about good personal hygiene.</p> <p>Constant, effective supervision of hand washing; using a consistent song across all bubbles;</p> <p>Set, specific hand washing facilities for each of the bubble- Green Reception. Blue sanitise on entry and then wash hands in Red room.</p> <p>Snack and mealtimes supervised effectively to ensure social distancing/ handwashing. Mealtimes taken in bubbles with no transmission.</p> <p>The School and playgroup will ensure essential visitors wash hands or sanitise when entering and leaving the building.</p>	<p>All staff</p>
<p>3) Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'</p>	<p>The school and playgroup will ensure tissues and bins are placed in accessible areas in all each of the bubble environments- Visuals used to help teach children about why the need to bin it, wash hands. Bins emptied throughout the day.</p> <p>Weekly adult led group times and activities that teach and encourage talk about good respiratory hygiene. The use of stories and puppets.</p> <p>Posters/visual prompts as reminders for children and parents.</p>	<p>All staff</p>
<p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces</p>	<p>The school and playgroup will create two environments with access to an appropriate level of resources and equipment that will promote child development and learning but is also manageable for daily cleaning and disinfecting.</p> <p>Disinfectant, antibacterial spray and sanitiser, and blue roll provided in each room readily available and checked daily by cleaners. If you use the telephone to take or make a call you disinfect after use (unless own personal use).</p>	<p>All staff</p>

	<p>You disinfect your working desk area including hard touch points and electronic devices at end of the day.</p> <p>Resources and play equipment used in each bubble to be disinfected at the end of each day.</p> <p>Resources always removed cleaned and disinfected if child sneezes or coughs. Each bubble to have a bucket labelled cleaning/disinfect in which mouthed/un-sanitised resources can be placed during session.</p> <p>Disinfecting of all hard/touch surfaces at lunch time and end of the day. Named person responsible in each department and must record when complete. Chrissy - Blue, Michelle - Green, Nancy - Admin</p> <p>Outdoor play equipment disinfected daily – record when complete</p> <p>Particular attention paid to hand rails, toys, hard surface - touch points, door handles, table tops, electronic devices at lunch time and end of day.</p> <p>All toilets and food facilities cleaned and disinfected at lunch time and end of the day.</p> <p>One area of soft furnishing to be provided in each bubble as vital for children’s basic care needs for security and rest. All soft furnishings to be disinfected at lunch time and steam cleaned at end of the day.</p> <p>Children’s individual bedding washed after each use.</p> <p>Environments well ventilated and outdoor play encouraged</p> <p>Cleaning schedules logged twice daily by practitioners and cleaners with fortnightly checks carried out by site team and management.</p> <p>Office based areas- disinfected after each use of person- clear working procedures in place.</p> <p>Dynamic risk assessments will be completed by practitioners in line with the school risk assessment to enable them to provide tactile learning experiences, whilst maintaining safety measures - key points (limit number of children to 3/4, always provide individual tactile resources, not tactile materials that may tempt eating, tools, sanitise, before and after, always remove when not able to supervise. Water play – water must contain mild detergent - must be supervised, limited to 3 children and risk assessed depending on child’s needs.</p> <p>List of agreed tactile resources available on each planning board.</p> <p>Dynamic risk assessments shared with the lead for each bubble before providing the adult focus.</p> <p>Books provided daily/am/pm and placed in 72 hr isolation before returned.</p> <p>Dressing up - not provided.</p> <p>Block play provided but must go into 72 hr isolation after each use.</p> <p>All carpets in children areas shampooed weekly.</p> <p>Display boards in each bubble with all info of cleaning schedules and procedures.</p>	
<p>5) Minimise contact between individuals where possible</p>	<p>The school and playgroup will ensure parents attend ‘settling in’ sessions individually with their child and ONLY outdoors- see individual risk assessment. Parents will complete a visitor declaration and enter garden through side gate. Visits limited to 30 mins. Show rounds- separate individual risk assessment- after school hours and limited to 15 mins. “Getting to Know You” sessions to take place over the telephone.</p> <p>Parents do not enter the building at transition times.</p> <p>Adequate qualified first aiders in each of the bubbles.</p> <p>Parents are sent a letter outlining clear expectations of their child attending nursery</p> <p>Small consistent bubbles of children created to limit contact to maximum of 38.</p> <p>Consistent staff members for each bubble with specific environments and rest areas.</p> <p>Environments set up that creates and encourages social distancing between children.</p> <p>Outdoor play encouraged and promoted for social distancing.</p>	<p>SMT</p> <p>All staff</p>

	<p>Group times - strategies used to encourage social distancing when suitable- take place in large open area to allow children to sit apart- not in small confined areas.</p> <p>Singing can take place during session time within a large, well ventilated area but at low volume and must not be used in small confined areas in large groups. Staff will not refrain from singing but be mindful of where and their volume when signing.</p> <p>Team meetings take place within staffing bubble unless outdoors at 2M social distance, team meetings outside of bubble- in ventilated area, distanced and use of face masks or visors.</p> <p>Parents to notify school or playgroup if child attending another setting and to be risk assessed.</p> <p>Staff members working in different settings to be risk assessed.</p> <p>Visitors only attend if absolutely necessary within session times and must wear face mask if indoor/observe 2m distancing. Contractors, professionals and parents are expected to wear face masks when meeting indoors when no children present, visitor declaration form completed before entry. Family support to take place by telephone support or the use of virtual platforms.</p> <p>All staff reminded to socially distance and not take breaks with staff from other rooms.</p> <p>Office based areas- staff do not enter admin areas and ask for resources from the glass screen.</p> <p>Visitors only attend if absolutely necessary within session times. Leaflet of guidance provided.</p> <p>Show rounds to take place when no children present- see separate risk assessment. Parent provided with leaflet/guidance when entering building.</p> <p>Staggered drop off and pick up times for sessional children to reduce contact and for staff to sensitively remind parents of social distancing when required.</p> <p>Letters to parents- clear expectations for child attending nursery or playgroup.</p> <p>Glass screen used at Reception to minimise contact.</p>	
<p>6) Where necessary wear Personal Protective Equipment.</p>	<p>The school and playgroup has implemented clear working procedures written based on guidance from DFE: Safe working in education and childcare and COVID-19 Cleaning in no healthcare settings. Procedures are followed and reviewed by all staff for:</p> <ul style="list-style-type: none"> Nappy/toileting First aid Cleaning schedules Managing a suspected case Managing a confirmed case. <p>PPE supplies stored and regular checks carried out by named person.</p> <p>PPE equipment includes: goggles, masks, gloves and aprons.</p> <p>Removal of PPE and cleaning equipment clearly outlined in working procedures for both symptomatic and non-symptomatic cleaning schedules.</p> <p>Clear guidance within working procedures of when and how to use PPE- reviewed regularly by management.</p> <p>PPE boxes provided in each bubble and within all admin areas with clear procedures for when and how to use.</p> <p>Cleaners to wear PPE (apron/gloves) in each bubble department they clean and change as they move onto a different area.</p>	<p>All staff</p>
<p>7) Engage with NHS Test and Trace</p>	<p>We have displayed flowchart guidance on walls in the building to ensure staff know how and when to contact Public Health Protection team</p>	<p>Admin</p>

Completed by: Lyndsey Barnett	Date: August 2020
Ratified by Governors:	Date: Sept 2020
Review completed by: Lyndsey Barnett	Date: 11 th January 2021

Comments and actions from review:

Sept 2020 review: Face masks to be worn by visitors in the building, including parent meetings. Visitor and staff declarations to ensure all understand procedures.

December 2020 update: Capped numbers for contact per bubble increased from 33 to 38.

*January 2021 updates: **see highlighted text.***