

## The Udder Pre School COVID-19 Risk Assessment Plan

The following risk assessment is for use in the provision to aid with the identification of risk and the subsequent planning to mitigate against these risks following the Government's anticipated re-opening of childcare provision on 1<sup>st</sup> June.

The risk assessment will be reviewed daily and adapted as necessary throughout our phased re-opening.

Risk: Transmission Through Contact	Who	Protective Measures Taken:	Status/RAG Rating
To create strategies for social distancing:	All staff	<ul style="list-style-type: none"> <li>Emailing parents laying out how we intend to keep social distancing</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Signs will be up to remind them about social distancing</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Children will be in small groups with consistent staff</li> </ul>	Green
		<ul style="list-style-type: none"> <li>The Nursery will only be open between 9.00 – 4.00</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Each group of children will be allocated a room and outdoor space so children do not mix</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Mealtimes will be taken in their allocated rooms</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Snack to be supervised</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Make good use of outdoor spaces as often as possible</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Prepared staff noticeboards with key information about revised procedures</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Staff will have space so that they can have their break while keeping the correct distance</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Provision made for staff to take lunch breaks outdoors (weather dependent)</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Use of communal areas indoors restricted</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Provision for sleep facilities spaced accordingly in the child's allocated room</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Staff advised not to car share to travel to and from work at this time</li> </ul>	Green
To reduce risk of exposure to COVID-19 by considering: PPE provision for personal care needs	All staff	<ul style="list-style-type: none"> <li>Stock check of essential supplies completed prior to opening e.g. gloves, aprons, hand soap, hand sanitiser, disinfectant, toilet rolls and tissues</li> </ul>	Green
		<ul style="list-style-type: none"> <li>Stock levels will be monitored closely</li> </ul>	Green

		<ul style="list-style-type: none"> <li>Supplies placed in each room for easy access to prevent staff leaving rooms for necessary equipment</li> <li>Make use of toilet facilities within each room where possible to avoid further cross contamination across groups</li> <li>Changing units/mats organised for each room where needed</li> <li>First aid box contents checked for stock and use by dates</li> </ul>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
To establish procedures to ensure regular hand washing in accordance with guidelines	Allocated staff	<ul style="list-style-type: none"> <li>Staff member assigned to refill soap dispensers throughout the day</li> <li>Children and staff encouraged to wash hands when entering the setting; after coughing or sneezing; after using the toilet; before and after handling food and prior to leaving the setting</li> <li>Hand washing posters displayed in all rooms for staff and children as a reminder</li> </ul>	<p>Green</p> <p>Green</p> <p>Green</p>
To identify a contained room or area for use should a child or staff member show symptoms of Covid-19	Nominated first aider	<ul style="list-style-type: none"> <li>Identified room has been located enabling and contagion be contained</li> <li>Illness policy adapted</li> <li>Parents made aware of stricter guidelines around ill health and attendance</li> <li>Staff to be briefed on symptoms of COVID-19 to be able to spot signs</li> <li>Parents must collect children as soon as possible should they start to display COVID-19 related symptoms</li> <li>Suitable PPE has been made available in this area for the staff member supervising</li> <li>Staff members with symptoms will be asked to leave the premises immediately to isolate pending testing if available</li> </ul>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
<b>Risk: Staff and Children's Attendance</b>			
To identify staffing levels to ensure the reintegration of children adheres to social distancing guidelines	Manager/Deputy/Administrator	<ul style="list-style-type: none"> <li>Audit of staff carried out to ascertain availability and safe return to work for individuals</li> <li>Plan is in place to ensure that each group of children is staffed in accordance with EYFS ratios</li> </ul>	<p>Green</p> <p>Green</p>

		<ul style="list-style-type: none"> <li>• Offer priority places to vulnerable children or to children whose parents are key workers (Phase 1)</li> <li>• Seek to re-open to Pre-School children with working parents as a priority group (Phase 2)</li> <li>• Enable younger siblings/children to attend if it helps parents to return to work (Phase 3)</li> <li>• Contingency plan has been developed to cover staff absence/sickness</li> <li>• Staff contracts identified that need to be issued, extended or amended</li> <li>• Plan in place for the induction of new staff, obtaining references and DBS checks</li> <li>• Parent's advised on notifying setting if taken ill and symptoms so that isolation advice can be adhered to</li> </ul>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	Senior managers	<ul style="list-style-type: none"> <li>• Small group or individual staff meetings held to share expectations with all staff and to address concerns</li> <li>• Regular 1-1 opportunities available to allow staff to express concerns</li> <li>• Access to well-being and mental health support communicated and shared with staff</li> </ul>	<p>Green</p> <p>Green</p> <p>Green</p>
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	Provider and manager	<ul style="list-style-type: none"> <li>• A letter to the parents will be sent</li> <li>• Clear expectations for parents have been shared</li> <li>• Details provided of safeguarding measures in place to mitigate risk of infection</li> <li>• Amendments added to safeguarding policy</li> </ul>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
To establish processes and procedures and share with parents for pick up and drop off arrangements to ease pressure on 'pinch points'	Manager	<ul style="list-style-type: none"> <li>• Parents to adhere to the 2m distancing in the Car Park</li> <li>• Children to be met at the door or in an allocated outdoor space</li> <li>• 'Drop and go' procedure put in to place with more communication taking place via telephone or video chat</li> <li>• Only parents who are symptom free or have completed the required isolation periods will be able to drop off or collect their child</li> <li>• Only 1 adult will be able to drop off and collect their child</li> <li>• Parents advised we are unable to store buggies/car seats etc. on site at this time</li> <li>• Requirements have been shared with parents through parent mail</li> </ul>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

		<ul style="list-style-type: none"> <li>Updated phone and email emergency contact lists for staff and parents</li> </ul>	Green
To establish a process for collecting a child due to illness or an existing appointment during the day	Manager	<ul style="list-style-type: none"> <li>Guidance for collection has been established and shared with parents through parent mail</li> <li>Those displaying symptoms will be relocated to the isolated room with a first aider until they can be collected</li> </ul>	Green Green
<b>Risk: Maintaining Cleanliness</b>			
To prepare by carrying out a deep clean of the premises and in particular the kitchen prior to re-opening before food preparation resumes	Cleaning team	<ul style="list-style-type: none"> <li>Cleaned and disinfected all areas and surfaces prior to reopening.</li> </ul>	Green
To maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> <li>Follow government guidelines <a href="#">COVID-19 cleaning in non-healthcare settings</a></li> <li>Staff made aware of additional cleaning responsibilities and briefed on infection control and additional risk assessments</li> <li>Daily checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> <li>Door handles</li> <li>Table tops/chairs</li> <li>Toys/equipment/resources</li> <li>Bannisters</li> <li>Light switches</li> <li>Books</li> <li>Toilets</li> <li>Sinks</li> <li>Door bell</li> <li>Fridge</li> <li>Kettle</li> </ul> </li> <li>Staff to use washable cloths and warm soapy water followed by usual cleaning products</li> <li>Staff to wear disposable gloves and aprons for cleaning</li> <li>In areas where a break out of COVID-19 is suspected all cleaning materials will be double-bagged, then stored securely for 72 hours and thrown away in the regular rubbish after cleaning is finished</li> <li>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with symptoms</li> </ul>	Green Green  Green Green Green Green

		<p>additional PPE must be worn – use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</p> <ul style="list-style-type: none"> <li>• Where possible soft furnishings have been removed from the environment where they are not washable, wipeable or disposable</li> <li>• A 'no toys/items from home' policy established during this time except for essential comforters</li> <li>• Only children who are symptom free or have completed the required isolation period are able to attend</li> <li>• Only staff who are symptom free, have completed the required isolation period or achieved a negative test result will be allowed to work</li> <li>• Staffing levels limited to only those required to care for the expected occupancy levels on any given day that meets children's needs and achieves the cleaning requirements</li> <li>• No visitors will be permitted in the building unless absolutely necessary</li> <li>• Where safe to do so, windows will be opened to allow for airflow</li> <li>• Staff must wear clean uniform daily and where possible change on arrival and departure</li> <li>• Staff must have short clean nail. Acrylic nails must not be worn.</li> <li>• Children must wear clean clothing daily</li> <li>• Children bringing lunch must supply this in a hard plastic container and it will be sanitised on arrival by a member of staff</li> </ul>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> <li>• Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment</li> </ul>	Green
<b>Risk: Safeguarding</b>			
To complete building and site checks before re-opening	Site Supervisor or manager	<ul style="list-style-type: none"> <li>• Building and site checks completed to ensure any health and safety issues that need attention prior to re-opening are identified and actioned</li> </ul> <p>Checks carried out on the following:</p> <ul style="list-style-type: none"> <li>• gas</li> <li>• heating</li> <li>• water supply</li> <li>• mechanical and electrical systems (PAT testing)</li> </ul>	Green

		<ul style="list-style-type: none"> <li>catering equipment</li> </ul>	
To ensure compliance of fire safety systems	Site supervisor or manager	Checks carried out to ensure that: <ul style="list-style-type: none"> <li>all fire doors are operational</li> <li>fire alarm system and emergency lights are operational</li> </ul>	Green
To identify actions required to ensure sufficiency in meeting increased demand for support where children are: <ul style="list-style-type: none"> <li>In need of early help</li> <li>Have additional needs such as behaviour, sensory impairment etc.</li> <li>Exhibiting mental health and well-being issues</li> <li>In need of bereavement counselling</li> <li>Meeting the social care thresholds</li> </ul>	All staff supported by SENCo/DSL and/or manager	<ul style="list-style-type: none"> <li>Children have been identified where there may be concerns from keeping in touch contacts made</li> <li>NHS guidance to hand if needed</li> <li>Staff briefed on amended guidance to Thresholds and pathways during COVID-19</li> <li>List of useful websites identified to be able to put support in to place quickly or signpost parents</li> </ul>	Green
To update staff knowledge of emerging safeguarding issues	DSL	<ul style="list-style-type: none"> <li>DSL undertaken relevant online training</li> <li>Briefing given to all staff on return to work to include updates on current child protection issues. Particular focus on the toxic triangle of domestic abuse, substance misuse and mental health</li> <li>Reinforced safeguarding procedures, specifically in relation to disclosures made by children to ensure staff are prepared to respond skilfully and appropriately</li> </ul>	Red Green  Green

Reviewed 13<sup>th</sup> June 2020 – No changes

Reviewed 19<sup>th</sup> June 2020 – Included staff nails – all nails must be clean and clear of any varnish

Reviewed 26<sup>th</sup> June 2020 – No Changes

Reviewed 29<sup>th</sup> June 2020 – Children will be able to enter the Nursery prior to washing hands as they can now do this in their room. If they are going straight to an outdoor play area they will need to use one of the outside sinks provided.

Reviewed 3<sup>rd</sup> July 2020 – No Changes

Reviewed 13<sup>th</sup> July 2020 – From 20<sup>th</sup> July the under 5's do not need to be in small bubbles. We will be keeping the Manger and Milking Parlour children to their own rooms and the Pre-schoolers and Explorers will be using the Forest school. We will remain socially distanced from this group.

Reviewed 24<sup>th</sup> July 2020 – No Changes

Reviewed 3<sup>rd</sup> Aug 2020 – Change self isolation period. Anyone now with symptoms or a positive test will need to self isolate for 10 days instead of seven.

Reviewed 18<sup>th</sup> Aug 2020 – No changes

Reviewed 24<sup>th</sup> Aug 2020 – Sending out an update to parents regarding our aims and their obligations and preparing a Coronavirus Policy with all the latest updates to make it easier for the staff and parents to see the changes that have been made or added

Reviewed 8<sup>th</sup> Sept 2020 – Coronavirus policy given to all staff, updated useful notes also given to staff with extra information regarding COVID-19. A COVID-19 New Outbreak Action plan created.

Reviewed 17<sup>th</sup> Sept 2020 – Update contact details if we have a COVID Positive case. All staff given individual hand sanitisers and a risk assessment carried out for them  
DFE Helpline number: 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. If, following triage, further expert advice is required, the adviser will escalate your call to the local health protection team(HPT).

We have put a new drop off and pick up routine in place to start from 21<sup>st</sup> September

Reviewed 25<sup>th</sup> Sept 2020 – New drop off and pick up routine is working well. Questionnaire being sent out to parents regarding the running of the Nursery since the beginning of term so we can determine if parents are still happy with how we are implementing all the COVID procedures. All staff have received Systems of Control.

Reviewed 28<sup>th</sup> Sept 2020 – Received risk assessments from other nurseries where children attend

Reviewed 12<sup>th</sup> Oct 2020 – No Changes

Reviewed 26<sup>th</sup> Oct 2020 – No Changes

Reviewed 9<sup>th</sup> Nov 2020 – We have changed over the 2 rooms (MP & Younger) to make more space

Reviewed 23<sup>rd</sup> Nov 2020 – Manger children are now being dropped off at the main gate due to the path being slippery and not enough light at night

Reviewed 7<sup>th</sup> Dec 2020 – Parents to wear face masks when physically handing over their child.

Reviewed 5<sup>th</sup> January 2021 – Keep all measures in place and follow any new guidelines for latest lockdown. All staff to wear face masks when not in own bubble

Reviewed 28<sup>th</sup> January 2021 – Reporting positive cases to the Local Authority has changed from emailing them to a new online form. If staff have minor symptoms send them for a test at the new test centre at Lodge Park. Results come back within the hour.

If any cases of COVID occur in the Nursery and there is a good possibility that it was caught on sight it may need to be reported to Riddor.

From 28<sup>th</sup> January 2021, all providers must use the online notification form to notify OFSTED in relation to COVID-19. This needs to be actioned within 14 days. This Included any confirmed cases in the setting, either children or staff. They must also inform them if the setting has been advised to close as a result.

22<sup>nd</sup> February 2021 – Remain closed for School Children and review for the May Half term

Reviewed and updated the movement of staff around the Nursery

22<sup>nd</sup> March 2022 – Staff to carry out two lateral flow tests per week and report the results to the Nursery and the NHS