

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

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 33 contact

2-4's sessional provision capped 33 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: *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>	
2) Cleaning hands more thoroughly than usual	<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>Admin to supervise use of hand sanitiser by parents when entering building for Blue group and staff member to supervise for green group.</p> <p>Set, specific hand washing facilities for each of the bubbles.</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>	All staff
3) Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'	<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>	All staff
4) Introduce enhanced cleaning, including cleaning frequently touched surfaces	<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>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.</p> <p>Disinfecting of all hard/ touch surfaces at lunch time and end of the day.</p> <p>Outdoor play equipment disinfected daily</p> <p>Particular attention paid to hand rails, toys, hard surface- touch points, door handles, table tops, electronic devices.</p> <p>All toilets and food facilities cleaned and disinfected at lunch time and end of the day.</p> <p>Soft furnishings will be provided in each bubble as vital for children's basic care needs for security and rest. All soft furnishing to be disinfected at lunch time and end of the day using spray. Washing of furnishings- weekly.</p> <p>Children's individual bedding washed daily follow guidelines.</p>	All staff

	<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>All areas of nursery and playgroup which parents have accessed at drop of and pick up points to be disinfected.</p> <p>Office based areas- disinfected after each use of person- clear working procedures in place.</p>	
5) Minimise contact between individuals where possible	<p>The School and playgroup will ensure parents attend 'getting to know you' and play sessions in very small groups with their children at the beginning of their time at nursery and playgroup. During these sessions parents/ children encouraged to play outdoors. Areas and resources used to be disinfected before new group arrive to use environment.</p> <p>Adequate qualified first aiders in each of the bubbles.</p> <p>Parents are provided with guidance/leaflet- to follow system of controls.</p> <p>After settling in sessions parents do not enter play based areas of the nursery and playgroup unless absolutely necessary.</p> <p>Small consistent bubbles of children created to limit contact to maximum of 33.</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.</p> <p>Outdoor play encouraged and promoted for social distancing.</p> <p>Group times- strategies used to encourage social distancing when suitable- take place in large open area to allow children to sit apart.</p> <p>Team meetings take place within staffing bubble unless outdoors at 2M social distance.</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. Show rounds to take place when no children present, all must wear face masks if indoor/observe 2M distancing- see separate risk assessment. 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 in well ventilated areas with the use of face masks and limited to 1 hr meeting.</p> <p>All staff reminded to socially distance and not take breaks with staff from other rooms.</p> <p>Office based areas- signs to ensure social distancing, cleaning and limiting numbers of staff.</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>Individual risk assessments for entrance and exit to the building for each bubble- limited entry dependent on space provided and ventilation/ Clear guidance to parents to adhere to social distancing. Staggered drop off and pick up times for sessional children to reduce contact.</p> <p>Glass screen used at Reception to minimise contact with visitors and parents.</p>	<p>SMT</p> <p>All staff</p>
6) Where necessary wear Personal Protective Equipment.	<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> <p>Nappy/toileting</p>	All staff

	<p>First aid Cleaning schedules Managing a suspected case Managing a confirmed case. PPE supplies stored and regular checks carried out by named person. PPE equipment includes: googles, masks, gloves and aprons. Removal of PPE and cleaning equipment clearly outlined in working procedures for both symptomatic and non-symptomatic cleaning schedules. Clear guidance within working procedures of when and how to use PPE- reviewed regularly by management. PPE boxes provided in each bubble and within all admin areas with clear procedures for when and how to use.</p>	
7) Engage with NHS Test and Trace	<p>We have displayed flowchart guidance on walls in the building to ensure staff know how and when to contact Public Health Protection team Information leaflet provided for parents and staff giving clear expectations to book a test and how to do this if they are display symptoms. Staff and children sent home if symptomatic and informed to self-isolate. Staff and parents informed that they must provide details of anyone they have been in close contact with where there is a positive test for Covid19 or if asked by NHS test and trace. Admin will keep up to date records of parents/visitor in the building and if/who they may have had contact with. Attendance registers will be kept up to date to record contact. Information Leaflet provided for parents/staff of what is expected if they are asked to self-isolate due to being in close contact with confirmed case. All non-attendance will be followed up and parents will be expected to provide reasons for non-attendance. Up to date records of non-attendance and self-isolation periods will be in place to ensure sufficient time of isolation is complete before returning to school. Staff members that may have worked across different bubbles in extenuating circumstances will log close contact.</p>	Admin
8) Managing confirmed cases	<p>We will ensure: That swift action is taken when there is confirmed case: Contact the Health Protection Team Details of contact with others whilst the person was infected will be shared with the team Confirmed contact with infected person will be asked to self-isolate for 14 days since last in contact and not attend school. Close contact: 1) Direct face to face for any length of time within 1 metre and includes physical contact 2) Proximity contact- extended close contact (within 1-2 m for more than 15 mins) 3) Travelling in same vehicle. Names or details of people with confirmed coronavirus will not be shared with parents. If a negative test for child during isolation period, they must continue to self-isolate for the 14 period. If positive a further 7 days or longer until symptoms have gone.</p>	Admin

	Parents and staff will be provided with information leaflets outlining expectations for both testing and self-isolation due to contact. Clear working procedures are in place for cleaning of environment where there has been a confirmed case.	SMT
9) Contain outbreak	We will contact the Health Protection Team where there is more than two confirmed cases within 14 day or overall rise in absence due to suspected Covid-19 and seek advice for isolation of bubbles and deep cleaning. Deep cleaning of each bubble area will take place immediately after a confirmed case We will notify parents and keep them up to date with any advice from the Heath Team.	SMT
10) Notify Ofsted	We will notify Ofsted if there are any confirmed cases.	SMT

Please see attached risk assessments

Completed by: Lyndsey Barnett	Date: August 2020
Ratified by Governors:	Date:
Review completed by: Lyndsey Barnett	Date: Sept 2020

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.***