

Risk assessment for return to setting – Covid-19

Setting Name:	Abinger Common Nursery
Signature of completer:	Emma Powell and Hayley Hatton
Date:	Revision dates: 27th August 2020/29th September 2020/1st November/30th December/6th January/10th March/24th March/14th April/20th May/22nd June/27th June
Name of person completing:	Emma Powell and Hayley Hatton
Proposed date of reopening:	3rd September 2020
Date of staff approval:	Ongoing

Risk (Where/When)	Level of Risk RAG	People who are at Risk	Description of preventative measures/actions	Actions to be taken (RED = outstanding GREEN = completed)	Level of remaining risk RAG	Review date
Awareness of and adherence to policies and procedures	Amber	All	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice. All staff, parents and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: Health and Safety Policy; Infection Control Policy; First Aid Policy. All staff have regard to all relevant guidance and legislation including, but not limited to, the following: The 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'; DfE and PHE (2020) 'Actions for Early Years and childcare providers during the coronavirus outbreak'. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. The setting keeps up-to-date with advice issued by, but not limited to, the following DfE; NHS; Department of Health and Social Care; PHE. Parents are made aware of the nursery's infection control procedures in relation to coronavirus via letter and social media. They are also sent the risk assessment and link to the Stay and Home advice. The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus. 	<ul style="list-style-type: none"> Update Health and Safety policy Update Infection Control Policy Update First Aid Policy Send updated policies to staff Read and keep up to date with relevant guidance Send letter to parents regarding Infection Control and reiterate the Stay at Home guidance (which applies to any illness) Email updated policies and update the website Staff training for Infection Control Check Insurance Policy and new terms and conditions with the Evelyn Hall Review Child Protection Policy - create annex for COVID-19 	Green	01/07/21

<p>Staff Systems of Control: Promote and engage in asymptomatic testing (DfE Systems of Control point 9 and 10)</p>	<p>Amber</p>	<p>All</p>	<ul style="list-style-type: none"> • Staff Return to Work questionnaires to check availability (due to clinical vulnerability/shielding/ self-isolation). • Staff rota designed to ensure that during each session qualification ratios are maintained and there is a paediatric first aid member of staff at all times and a DSL/SENCO are always available. • Transport to work to include car, walking or cycle. Staff to avoid public transport. • Staff will follow the measures set out in the 'systems of control' section of this risk assessment to minimise the risks of transmission. • Staff will maintain a 2 metre distance from other staff, parents and visitors. Where this is not possible, staff should wear face masks e.g. whilst being in the kitchen or middle room or minimise the time spent within 1 metre of other adults. • Staff who live with those who are clinically extremely vulnerable (CEV) or clinically vulnerable can attend the workplace. • CEV staff can return to the workplace from the 1st April as Shielding has been paused from the 31st March. • Staff members who are classed as CEV (CK) need to make sure they take extra precautions with their hand and respiratory hygiene. • The risk of transmission is low between young children and adults, however, they need to make sure they socially distance from other adults. They can wear face shields in addition to a face mask if they wish too. • Staff that are classed as CEV can alter work times to avoid drop off and pick up times. • Rapid testing will take place from the 22nd March. Staff will test themselves on Wednesdays and Sundays at home, using the Lateral Flow Device (LFD) test kit to self-swab. This is to identify asymptomatic cases that would otherwise go undetected. LFD test kits will be sent from the DFE to Nursery School - KF to place orders. • If Staff test positive on a LFD test they need also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result, if the LFD test was done at home. If they do this within 2 days and the PCR test is negative it overrides the LFT and they can return to work. • Staff can download and use the COVID-19 app. • Staff may be eligible for a one-off Test and Trace Support Payment of £500 if you have been told to self-isolate and subsequently given a Test and Trace Account ID number. Telephone number: 0203 743 6715 (see Actions for Early Years document for more details). 	<ul style="list-style-type: none"> • Complete Return to Work interviews with staff (include mental health and wellbeing of staff). Discuss concerns about returning to work. • Staff to declare if they are clinically vulnerable or clinically extremely vulnerable (shielding now not advised for these categories) • Staff to read the risk assessment and provide comments/amendments • Complete staff rota and ensure requirements are met • Check staff training log • Read guidance given on ratios • SEND training booked for HH and BL • PFA booked for CF and ML • Forest School First Aid training booked for HM - August 2021 • Fire Marshall training booked for HM and HH - completed • KF to purchase face shields for staff 	<p>Green</p>	<p>01/07/21</p>
--	--------------	------------	--	---	--------------	-----------------

<p>Systems of Control: Minimise contact with potential COVID-19 cases (DfE Systems of Control point 1)</p>	<p>Amber</p>	<p>All</p>	<ul style="list-style-type: none"> • Children, young people, parents, carers, staff or any visitors do not come into the nursery if: <ol style="list-style-type: none"> 1. They are displaying one or more of the coronavirus (COVID-19) symptoms. 2. They have tested positive in the last 10 days via a LFD or PCR test. 3. A member of their household (including in their support or childcare bubble) displays symptoms or have tested positive. 4. They have been in close-contact with someone who has tested positive. 5. They are legally required to quarantine having recently visited countries outside the Common Travel Area. <ul style="list-style-type: none"> • Anyone displaying symptoms must follow the COVID-19: stay at home guidance for households with possible or confirmed coronavirus infection and should arrange a PCR test. • Symptoms include: a high temperature, a new continuous cough, a loss or change to their sense of smell or taste (anosmia). • They must not attend with immediate effect and for at least 10 full days from the day after the start of their symptoms or the test date, if they did not have symptoms but tested positive using a rapid LFT or PCR test. If a rapid lateral flow is taken first, and a PCR test is then taken within 2 days of the positive LFT and is negative, it overrides the rapid LFT and they can return to the setting. • There will always be one member of staff who holds the Paediatric First Aid certificate. • Staff report immediately to the HH about any cases of suspected coronavirus, even if they are unsure. • Children's temperatures will be taken if staff suspect a child is becoming unwell. • The nursery is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Children displaying symptoms of coronavirus do not come into contact with other children and as few staff as possible, whilst still ensuring the child is safe. • HH to call for emergency assistance immediately if the child's symptoms worsen. • The parents of an unwell child are informed as soon as possible and asked to collect the child promptly. • Where contact with a child's parents cannot be made, calls will be made to the emergency contacts listed for the child. • Unwell children who are waiting to go home are kept in the middle room where they can be at least two metres away from others. The window must be open. • Areas used by unwell children, who is sent home, are thoroughly cleaned once vacated. The men's toilet shall be used for the child whilst they are waiting to be collected. • Staff will wear PPE whilst looking after the ill child only if 2 meters distance cannot be maintained. If contact is necessary, then gloves, an apron, and a face mask (fluid-resistant surgical face masks also known as Type IIR) should be worn. Eye protection should be worn if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Face masks must cover both nose and mouth; not be allowed to dangle around the neck; not be touched once put on, except when carefully removed before disposal; be changed when they become moist or damaged; and be worn once and then discarded - hands must be cleaned after disposal. • Parents will be sent the COVID-19 guidance for households with possible or confirmed coronavirus (COVID-19) infection. • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked on the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119. • Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Once the child has returned home, PPE will be discarded, double bin bagged, marked and stored for 72 hours or until a negative result comes through. This rubbish can then be thrown in the normal rubbish bin. • If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. The nursery must keep it separate from other waste and arrange for collection by a specialist contractor as hazardous waste. There will be a charge for this service. • Staff to make sure they wash their hands after PPE has been removed. • Staff to read PHE: Guide to donning and doffing standard Personal Protective Equipment (PPE) • When cleaning areas after a child who shows coronavirus symptoms, PPE should be worn. All cleaning cloths used should be disposable and should be discarded once used. Anything that cannot be adequately cleaned should be discarded as well. Think one site, one wipe, in one direction. Follow the same rule for disposing of waste as PPE disposal. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any member of staff who has helped someone with symptoms, and any children or young people who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves, the symptomatic child tests positive or they are later advised to do so by NHS test and trace or the local PHE health protection team or they test positive with an LFD test as part of the worker programme. • Any medication given to ease the unwell child's symptoms, e.g. children's paracetamol, is administered in accordance with the Administering Medications Policy. 	<ul style="list-style-type: none"> • Refresh symptoms with staff members • KF to purchase masks (type IIR mask), disposable aprons, goggles and gloves • Sanitary bin disposable to be restarted by MB. • Staff training on use and removal of PPE - staff do not have to wear face masks unless dealing with a symptomatic child. • HH to display PHE: Guide to donning and doffing standard Personal Protective Equipment (PPE) • KF to source thermometer cases. • Make sure parents notify the nursery if their child has tested positive with COVID-19 • Make sure parents notify the nursery if their child is going to be absent and record the reasons why. 	<p>Green</p>	<p>01/07/21</p>
---	--------------	------------	--	---	--------------	-----------------

Systems of Control: PPE/Face coverings (DfE Systems of Control points 2 and 8)	Amber	All	<ul style="list-style-type: none"> The government is not recommending universal use of face coverings in Early Years Education because of the systems of control in place. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development. "Based on current evidence and the measures that early years settings are already putting in place, face coverings are not necessary when adults are interacting with children, even where social distancing is not possible. Face coverings may have a negative impact on interactions between staff and children, and their use when interacting with children in this settings should be avoided." DfE 26/09/2020 Any homemade non-disposable face coverings that staff or children, parents, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a sealable plastic bag that the wearer has brought with them in order to take it home (Nursery has a supply of sealable bags also). The wearer must clean their hands before and after removing their face covering. If staff do need to wear face coverings or PPE they must follow the guidance via the PHE Donning and Doffing of PPE - poster is displayed in the middle room. Face masks should cover both nose and mouth, should not dangle from ears or around the neck, not be touched once on (except from when being removed), changed when damaged or moist/damp, and discarded once used in a bin (unless it is washable, in which case it is stored in a sealable plastic bag for the wearer to take home to wash). Staff will wear normal PPE whilst changing children or helping children with their toileting needs. PPE will also need to be worn where a child becomes ill with coronavirus (COVID-19) symptoms whilst at the nursery, and only then if a distance of 2 metres cannot be maintained./damp Used PPE and any disposable face coverings that staff, children, parents or visitors arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste. Used PPE and face coverings should not be put in a recycling bin or dropped as litter. See disposal of PPE after a suspected COVID-19 case under section: Systems of Control: Prevention - Suspected cases of COVID-19 Face visors or shields should not be worn as an alternative to face coverings. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should be cleaned appropriately afterwards. Face coverings should not be worn wear a visitor relies on lip reading and facial expressions. Staff should adhere to strict social distancing rules in this instance and may wear a face visor. 	<ul style="list-style-type: none"> Put together individual staff PPE kits in the middle room along with cleaning kit Make sure gloves are available in toilets for helping children with toileting needs and for when changing nappies Display Donning and Doffing of PPE poster KF to buy small sealable plastic bags for use of storing own facemasks. DfE sent 450 masks for staff and visitors. 	Green	01/07/21
Systems of Control: Hand and Respiratory Hygiene (DfE Systems of Control point 3 and 4)	Amber	All	<ul style="list-style-type: none"> All adults and children are told to: frequently wash their hands with soap and water for 20 seconds and dry thoroughly; clean their hands on arrival at nursery, before and after eating or handling food, after using the toilets, when they change rooms, after blowing their nose, and after sneezing or coughing. Children are encouraged to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in specific bins ('catch it, bin it, kill it'). There is a tissue station at nursery for the children to use. Children will be encouraged to not touch their mouth/nose and eyes. Children who spit uncontrollably or who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands. Children and Staff will clean hands between moving from inside the nursery to the garden and vice versa. Help is available for children who have trouble cleaning their hands independently. Young children are encouraged to learn and practise these habits through games, songs (Mulberry Bush song) and repetition. Posters are displayed throughout the nursery reminding staff and children to wash their hands, e.g. when entering and leaving the nursery. Children wash their hands with soap before and after snack times and lunchtimes for no less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers used instead. Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Children do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use. Children will be encouraged to reapply sunscreen by themselves after lunchtime using their own named sunscreen. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance. 	<ul style="list-style-type: none"> Make posters to remind parents and children to sanitise their hands KF to order hand sanitiser Ask staff to bring in pocket hand sanitiser to keep on them Parents to be notified to apply sun cream to their child before they arrive at nursery and to provide their own named sunscreen in their bags. KF to find and order PE plastic circular markers 	Green	01/07/21

Systems of Control: Enhanced Cleaning (DfE Systems of Control point 5)	Amber	All	<ul style="list-style-type: none"> • The COVID-19: cleaning of non-healthcare settings guidance is followed. • Surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks, toilets, light switches, are cleaned more regularly than normal. • Staff will regularly clean throughout the day: door handles, surfaces, kitchen area, play equipment, sinks, and toilet areas. Normal household disinfectant is sufficient (1000 ppm av.cl.). • As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Staff should wear gloves when cleaning. • Staff should wash down surfaces with warm soapy water, then clean with disinfectant afterwards. • At the end of the day, a thorough clean will take place by staff. • At the end of the week, all equipment will be put away and everything will be deep cleaned (by staff) before being put in the store room. A full deep clean will then be undertaken by the Evelyn Hall cleaner. • On Sunday set up, new equipment being brought out will also be cleaned. • Check fridge temperatures every day. • Have 3 rotational book and craft boxes to avoid transmission of the virus. • When sharing equipment, it should be cleaned and left unused for 48 hours or 72 hours for plastic equipment. • Bins for tissues are emptied throughout the day. • Play equipment is cleaned between uses. • The amount of shared resources that are taken and brought in from home is limited. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. 	<ul style="list-style-type: none"> • Read COVID-19: cleaning of non-healthcare settings guidance • Ask parents that if children bring in items from home, they must put them in their bags in a sealed bag and only bring them out at Show and Tell. • Print and laminate PHE posters • Staff to be assigned different areas that they will be responsible for cleaning at the end of the day. • Put together staff cleaning kits for each area (out of reach of the children) • Put in place a cleaning schedule with staff defined roles 	Green	01/07/21
Systems of Control: Minimising contact in and between settings (DfE Systems of Control point 6)	Amber	All	<ul style="list-style-type: none"> • Early Years settings can operate at normal group sizes, this is 20 children per session. • If there is a need to prioritise places (for example, where a nursery is oversubscribed, or unable to operate at full capacity), settings should give priority to: vulnerable children and children of critical workers, then 3 and 4 year-olds, in particular those who will be transitioning to reception followed by younger age groups. • There is no expectation for children to adhere to social distancing rules in an Early Years Setting. However, we will discourage any unnecessary physical contact, spitting, biting or kissing. • The environment is organised to maintain space between activities. • Unnecessary items are removed from the setting where there is space to store it elsewhere. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. • The use of the middle room and kitchen is staggered to limit occupancy. • Utilise the garden and main hall to spread out activities and children. • Use the garden for lunch and snack time. • Parents and carers should limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This is the same for staff. There may be situations where a child needs to attend more than one setting, for example, children attending a childminder before their nursery opens so that their parent or carer may go to work. • The nursery, parents and carers should work through the 'systems of controls' collaboratively, to address any risks identified to allow them to jointly deliver appropriate care for the child. We will share our risk assessment with childminders and other nursery settings. • Parents need to be aware that attending more than one nursery could result in both nurseries closing for 10 days if their child tests positive for COVID-19. Please therefore be extra vigilant in regards to your child's health. • Parents need to be aware that using a childminder and the nursery could result in both settings closing for 10 days if their child tests positive for COVID-19. Please therefore be extra vigilant in regards to your child's health. • All children who had shared a group/room with the confirmed case during their infectious period would be considered close contacts on the basis that social distancing is assumed not possible. • Children and staff can take books or shared resources home e.g. travelling bear. Items should be put aside for 48 hours before reissuing. 	<ul style="list-style-type: none"> • Complete session rota to assess numbers attending the nursery • CK and staff will conduct zoom sessions during times of partial closure/children self-isolating • Parents to inform us of their child attending other nursery settings or childminders. They will need to fill in the 'ATTENDANCE AT A SECOND NURSERY' form found in our welcome pack. 	Green	01/07/21

<p>Systems of Control: Minimising contact - Drop off and Collection routines (DfE Systems of Control point 6)</p>	<p>Amber</p>	<p>All</p>	<ul style="list-style-type: none"> • Parents are told that only one parent can drop off and pick up from the nursery. • Parents will wait at a two meter distance whilst waiting to drop off or pick up their child at the designated markers. • Drop off time is between 8.45 and 9.15. Pick up time is between 2.30 and 2.45pm. • On arrival, parents to sanitise their hands before signing their child in or out of the nursery on the register. This will be located on the porch wall. • Once parents have dropped off or collected their child please exit by the road gate. • We must limit the number of adults in the building so where parents can hand over their child to staff at the main entrance (for us to settle them in) this is preferred: we aim for this to be routine once children are settled into the nursery fully. • Markers will be on the ground at the entrance to the nursery via the car park. • Staff will bring each child out one by one to hand them over to their parent/carer at collection times at the main entrance. • Parents will be told the protocols for minimising adult to adult contact (see above). • Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 	<ul style="list-style-type: none"> • Measure and mark out 2 meter intervals outside nursery entrance • Mark out the one way system at the main entrance via signs and markings • Signs put up internally and externally • Ask parents to drive, walk or cycle to nursery and to avoid public transport • Send this guidance to parents: Department for Transport: Coronavirus (COVID-19): safer travel guidance for passengers (Updated 15th June) 	<p>Green</p>	<p>01/07/21</p>
<p>Systems of Control: Ventilation (DfE Systems of Control point 7)</p>	<p>Amber</p>	<p>All</p>	<ul style="list-style-type: none"> • Windows and doors will be kept open to increase ventilation in the building. However, fire doors should not be propped open. • Lower temperatures and likely windy weather conditions in the winter months will increase the natural ventilation through openings. This means you don't need to open windows and doors as wide, so partially opening them can still provide adequate ventilation while maintaining a comfortable workplace temperature. • Therefore in colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space • Open higher-level windows in preference to low level to reduce draughts. • Increasing the ventilation while spaces are unoccupied. • Re-arrange furniture where possible to avoid direct draughts. • Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces. 	<ul style="list-style-type: none"> • Ask parents to dress children in additional layers so they can keep warm 	<p>Green</p>	<p>01/07/21</p>

<p>Systems of Control: NHS Test & Trace (DfE Systems of Control point 10)</p>	<p>Amber</p>	<p>All</p>	<ul style="list-style-type: none"> • Staff must ensure they understand the NHS test and trace process so that they know how to respond if anyone within the nursery is suspected or confirmed to have coronavirus (COVID-19). • Children who have displayed symptoms of coronavirus must self-isolate for 10 days. The household/childcare/support bubbles must also self-isolate for 10 days. Parents will be sent the 'Stay at Home' guidance as this provides more detail. • Parents must book a PCR test for their child or member of their household if they display symptoms. This can be done online or via NHS 119 for those who don't have access to the internet. • Families must self isolate if they develop symptoms of COVID-19. • Parents, carers and staff need to inform the nursery immediately of the results of any COVID-19 test they child has taken. • Staff members, parents and carers will need to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. • If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result. If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating • If someone tests positive, they should follow the COVID-19: Guidance for households with possible or confirmed coronavirus infection. They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the nursery only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. • If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. • In the vast majority of cases, the nursery and parents/carers will be in agreement that a child with symptoms should not attend the setting, given the potential risk to others. In the event that a parent or carer insists on a child attending the setting, the nursery could take the decision to refuse the child if in their reasonable judgement it is necessary to protect their children and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. Please be aware that we have staff who are on the clinically extremely vulnerable list so their safety is very important too us as they have direct contact with your children. 	<ul style="list-style-type: none"> • Send parents NHS Test and Trace website links in the event of their child being sent home. 	<p>Green</p>	<p>01/07/21</p>
--	--------------	------------	---	--	--------------	-----------------

Systems of Control: Confirmed cases of COVID-19 (DFE Systems of Control points 11 and 12)	Amber	All	<ul style="list-style-type: none"> • HH to ring PHE (NHS Business Services Authority) via the DFE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case with a PCR or LFD test. • HH may be advised to the ring our local PHE health protection team (Surrey and Sussex HPT - South East, 0344 225 3861), and do so as soon as we have a confirmed case or an overall rise in suspected cases. • HH to notify OFSTED of confirmed cases and/or temporary closure of the nursery. • Nursery will advise the local PHE health protection team of any children and staff the symptomatic child has had close contact with. • Please be aware that 'close contact' is hard to establish within Early Years so may result in the entire nursery having to self-isolate for 10 days if any member displays symptoms of COVID-19 and tests positive. The other members of the household of that wider group do not need to self-isolate unless the child or staff member they live with develops symptoms. • Any symptomatic child or adult is sent home and must be tested. If they test negative they can return to nursery. • HH to contact the PHE health protection team for advice prior to closing for 10 days. • If someone in a group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow the 'guidance for households with possible coronavirus infection' and should get a test. • If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10 days from the day after the last contact with the individual who tested positive. This is because they could still develop coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform their setting immediately, and isolate for at least 10 days after their symptoms started (which could mean the self-isolation ends after the original 10-day isolation period). Their household should self-isolate for at least 10 days from the day after contact with the individual who tested positive, following the 'guidance for households with possible coronavirus infection'. • Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • HH to contact the DFE helpline on 0800 046 8687 or Local Health Team if the number of cases exceeds 2 within 14 days; you have taken the action outlined but are still seeing more cases; you are thinking you might need to close because of the number of people affected; a child or staff member in your setting has been admitted to hospital; you are getting significant interest from local media; and your local health protection team will advise you on the next steps. 	<ul style="list-style-type: none"> • PHE number displayed in the middle room for reference • Print off the Early Action Card (version 12) • HH to keep a record of children and staff in specific groups or any close contact that takes place between children and staff in different groups. • The nursery will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • CK and staff will conduct zoom sessions during times of partial closure 	Green	01/07/21
Communication	Amber	All	<ul style="list-style-type: none"> • If parents need to speak to a member of staff, these meetings will be held outside and socially distanced or via phone call. • HH contacts the PHE health protection team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • Nursery to keep parents adequately updated about any changes to infection control procedures as necessary. • Staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. • When a vulnerable child is required to self-isolate, we will notify their social worker (if they have one) and will agree with the social worker the best way to maintain contact and offer support 	<ul style="list-style-type: none"> • HH to make sure that contact numbers are available to staff (in hand over folder) • Make sure parents notify the nursery if their child is going to be absent and record the reasons why 	Green	01/07/21
Emergencies	Amber	All	<ul style="list-style-type: none"> • All children's emergency contact details are up-to-date, including alternative emergency contact details, where required. • Children's parents are contacted as soon as practical in the event of an emergency. • Children's alternative contacts are called where their primary emergency contact cannot be contacted. • The nursery has an up-to-date Accident and Incident Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	<ul style="list-style-type: none"> • KF to make sure that all contact and emergency information is on the Shared Drive including children's home address • Parents to check that we have accurate up to date information for their child (provide details to check on child's first session back) • Children's emergency contacts to be updated (if changes are made by parents) and laminated (which is kept in the register/grab bag) • Make sure Accident and Incident Policy is up to date 	Green	01/07/21

Evelyn Hall	Amber	All	<ul style="list-style-type: none"> • Health and Safety of the Evelyn Hall. • Full pack down after the Friday morning session, no mid-week pack down is required (only whilst we have sole occupancy). • HH to complete all tasks given by the Hall committee whilst we have sole occupancy - liaise with KE regularly. • KE will antibacterial wipe any surfaces she touches when leaving the hall after her Friday deep cleaning to avoid any transmission of germs. Please do not go into the store room as equipment will be disinfected as it has been put away. KE to dispose of PPE once she has exited the hall. Please keep used PPE for 72 hours in a sealed bag and then discard it in your normal waste bin. • HH to inform the hall of maintenance issues and liaise with KE/KB for a time when they can be fixed. • The grass will be cut fortnightly on a Tuesday or Wednesday after 3pm. Gate to be left open and sanitised so that he can access the garden safely. • The side gate will remain locked Sunday evening until Friday pm. It will be left unlocked after we have vacated the building on a Friday until we set up for Nursery for the following week. This is to prevent people coming into the garden and to reduce transmission of the virus that can live on surfaces. HH to liaise with Cliff re access to the garden for grass cutting. • In case of a boiler failure: Once the hot water system is switched back on, ensure water stored in any associated tanks is turned over within 24 hours. This is to remove any Legionella bacteria growth that has occurred since it has been switched off. Turn on all hot taps in the building to flush out the pipes and wear a mask when doing this. • Evelyn Hall committee have suspended any other private use of the hall until September 2021. 	<ul style="list-style-type: none"> • Check Health and safety check has been undertaken prior to reopening including hot and cold water systems. • Once the hot water system is switched back on (after boiler is fixed), ensure water stored in any associated tanks and pipes is turned over within 24 hours. Run all hot water taps to do so and wear PPE whilst doing so. • KE to complete a full clean 4 days prior to the start of each term. • HH to liaise with Cliff on grass cutting. 	Green	01/07/21
First Aid	Amber	All	<ul style="list-style-type: none"> • Emergency First Aid: treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards, including washing hands. • Administering First Aid: No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. • Rescue breaths can be used for Paediatric first Aid. Only perform CPR and not rescue breaths on adults. Cover a patient's mouth and nose with a mask/towel/cloth when performing CPR. 	<ul style="list-style-type: none"> • Staff to renew PFA by May - Completed • Update First Aid policy with COVID-19 update 	Green	01/04/21
Volunteers and Student Placements	Amber	All	<ul style="list-style-type: none"> • Volunteers may be used to support the work of the setting, as would usually be the case. It is important that they are properly supported and given appropriate roles. • Where you are using volunteers, we will continue to follow the appropriate safeguarding checks and risk assessment process. Under no circumstances will a volunteer who has not been appropriately checked and risk assessed be left unsupervised or allowed to work in regulated activity. • Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place. • Students completing level 2, level 3 qualifications, including the T Level in Education and Childcare, and early years initial teacher training (EYITT) trainees, are included in the definition of critical workers. Students and trainees can continue to go into their early years setting on placement. • Trainees and students should follow the system of controls put in place by early years settings. 	If parents/volunteers want to regularly help at Nursery, DBS checks will be undertaken.	Green	01/07/21
Visitors	Amber	All	<ul style="list-style-type: none"> • Visitors will be limited to the nursery. • Essential professionals include social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan. • HH will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures in the nursery, and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained. • All visitors will be logged in our visitor log book with their contact details. • All visitors will be required to wear a face mask unless they are exempt. See "Face coverings: when to wear one, exemptions, and how to make your own" Updated 24th September • All visitors need to clean their hands before and after the touching of face coverings and should dispose of it correctly once having left the building. If the mask becomes damp whilst on the premises it needs to be replaced carefully. 	<ul style="list-style-type: none"> • Have a supply of masks and hand sanitiser available to parents and visitors coming into the building 	Green	01/07/21
Show rounds of prospective parents	Amber	All	<ul style="list-style-type: none"> • Any show round visits will be undertaken after nursery hours when all children have been collected. • A record will be kept of show rounds including contact details. • Strict social distancing will be in place and visitors will have to adhere to rules set out above in Section: Visitors • Prior to a visit, we will ensure that parents and carers are aware of the system of controls in place, how this impacts them and their responsibilities during their visit and how to maintain social distancing from staff, other visitors, and children other than those in their care. 	<ul style="list-style-type: none"> • EP and HH to consider the use of a virtual tour of the nursery for prospective parents. 	Green	01/07/21

Parents settling children	Amber	All	<ul style="list-style-type: none"> For children new to the nursery, settling your child into sessions may be required especially at the beginning. Parents can enter the building one at a time to settle their child into the nursery and then exit via the main entrance (use hand sanitiser on the way out). They must wear a face covering. They should stay for a limited time (ideally not more than an hour) They should avoid close contact with other children. 	<ul style="list-style-type: none"> Prior to a visit, HH to ensure that parents and carers are aware of the system of controls in place, how this impacts them and their responsibilities during their visit and how to maintain social distancing from staff, other visitors, and children other than those in their care. 	Green	01/07/21
Kids@Sports sessions	Amber	All	<ul style="list-style-type: none"> Session will be held outside not in the hall Staff will aid children so that RT does not have to have physical contact or demonstration with the children RT will sign in a out of the visitor book and sanitise hands on arrival and exit. RT will adhere to the 2m rule If equipment is brought onto the premises, it should be disinfected before use. 		Green	01/07/21
Vaccinations/ Teething	Amber	All	<ul style="list-style-type: none"> Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111. If coronavirus (COVID-19) is suspected, the nursery will follow the system of controls. 		Green	01/07/21
Messy Play / Singing / Performances	Amber	All	<ul style="list-style-type: none"> Malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning can be handled by a small, consistent group of children, and that no one else outside this group can come into contact with it. The malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. Children should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group. Spontaneous singing, dance and role-play that young children may naturally do should be encouraged by early years practitioners. No more than 6 adults in the room should sing along with children aged under 5. Make sure there is good ventilation in rooms when singing is being undertaken. Settings should not host performances with an audience. In these cases, settings should use alternative methods such as live streaming and recording, subject to the usual safeguarding considerations and parental permissions. No wind musical instruments available to the children to avoid sharing and cross-contamination. 	<p>HH to read if appropriate: https://www.playengland.org.uk/resource/managing-risk-in-play-provision-implementation-guide/</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19</p> <p>https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</p>	Green	01/07/21
Staff returning from abroad	Amber	All	<ul style="list-style-type: none"> Guidance is available on how to self-isolate when you travel to the UK and self-isolating after returning to the UK: your employment rights (see hyperlinks on the right) Setting leaders will discuss leave arrangements with staff to inform workforce planning. There is a risk that where staff travel abroad for a legally permitted reason, their return travel arrangements could be disrupted due to COVID-19 restrictions and they may need to quarantine on their return. Where it is not possible to avoid a member of staff having to self-isolate when they are due to return from leave, we will consider if it is possible to temporarily amend working arrangements to enable them to work from home and will organise staffing replacements on site. 	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk#who-must-self-isolate</p> <p>https://www.gov.uk/guidance/self-isolating-after-returning-to-the-uk-your-employment-rights</p> <p>HH and Staff to keep an eye on self-isolation rules to ensure we have the correct staffing ratios</p>	Green	01/07/21

Staff Shortages	Amber	All	<ul style="list-style-type: none"> If we are experiencing staff shortages we can work with our local authority to identify how appropriate provision can be put in place while keeping staffing arrangements as consistent as possible. We can pool staff with another setting. We can take on qualified and Disclosure and Barring Service (DBS) checked staff from other educational settings (including local registered childminders) which have been closed, or invite local registered childminders to work with us at the nursery. Registered childminders can already do this under the 50 / 50 registration flexibility they have. However and wherever possible, we need to ensure staffing arrangements are consistent on a weekly basis, rather than a daily basis, in order to limit contacts 		Green	01/07/21
Forest School/Trips/Walks	Amber	All	<ul style="list-style-type: none"> The nursery can take groups of children on trips to outdoor public spaces and do not need to be restricted to limits on gatherings as it is for the purpose of education. Staff:Child ratios will be 1:4 The group will remain 2 meters from members of the public Good hygiene will be maintained throughout Thorough hand washing will take place before and after the trip The trip is carried out in line with relevant local or national coronavirus (COVID-19) guidance depending on what restrictions are in force on the day of the trip and COVID-19 secure measures on transport and at the destination. Settings may take children on trips to indoor spaces, where they are permitted to open. Setting leaders should follow the guidelines relevant to the indoor space especially in relation to face coverings. All trips and walks will be risk assessed individually. The Forest School Risk Assessment will be in place for Forest School activities 		Green	01/07/21
Fire Safety	Amber	All	<ul style="list-style-type: none"> All fire doors are operational at all times. Fire doors will not be propped open or route blocked to reach them. Evelyn Hall maintain and test all fire extinguishes, fire alarm system, emergency lights to make sure they are fully operational. Carry out emergency drills once per term. When conducting fire drills we will allow for social distancing as appropriate. 	Review Fire safety management Policy after HH and HM have completed the Fire Marshall training. https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises	Green	01/07/21
Toothbrushing Programme	Amber	All	<ul style="list-style-type: none"> Supervised toothbrushing programmes may be re-established within settings using the dry brushing method. The wet brushing model is not recommended because it is considered more likely to risk droplet and contact spread of COVID-19 and offers no additional benefit to oral health over dry toothbrushing. 	Create policy/procedure document on the dry brushing model - September 2021	Green	01/07/21

New Government Guidance issued	Document Read
Insurance Policy guidelines	<input checked="" type="checkbox"/>
EYA Key Considerations for re-opening	<input checked="" type="checkbox"/>
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	<input checked="" type="checkbox"/>
The Health Protection (Notification) Regulations 2010	<input checked="" type="checkbox"/>
Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	<input checked="" type="checkbox"/>
ACRE: Re-opening Village and Community Halls Step 2 - Opening for Pre-Schools	<input checked="" type="checkbox"/>
DfE: Safe working in education, childcare and children's social care including the use of personal protective equipment (PPE) (Updated 1st March 2021)	<input checked="" type="checkbox"/>
PHE: The COVID-19: cleaning in non-healthcare settings outside the home (updated 16th October 2020)	<input checked="" type="checkbox"/>
DfE: Actions for Early Years and childcare providers during the coronavirus outbreak (updated 24th March 2021)	<input checked="" type="checkbox"/>
DfE: Stay at Home: guidance for households with possible or confirmed coronavirus infection (updated 11th June 2021)	<input checked="" type="checkbox"/>
DfE: Early years foundation stage: coronavirus disaplications (updated 20th April 2021)	<input checked="" type="checkbox"/>
DfE: Contingency framework: education and childcare settings (excluding universities) (updated 25th June 2020)	<input checked="" type="checkbox"/>
DfE: Reducing burdens on educational and care settings (Updated 22nd June 2021)	<input checked="" type="checkbox"/>
DfE: Coronavirus (COVID-19): financial support for education, early years and children's social care (updated 27th May 2021)	<input checked="" type="checkbox"/>
DfE: What to do if a child or adult is displaying symptoms, or is a confirmed case, of coronavirus (COVID19) in an early years setting pdf (Feb 2021)	<input checked="" type="checkbox"/>
PHE: Guide to donning and doffing standard Personal Protective Equipment (PPE) (2nd April 2020)	<input checked="" type="checkbox"/>
PHE: COVID-19: guidance for supervised toothbrushing programmes in early years and school settings (13th August 2020)	<input type="checkbox"/>

PHE: Appendices for COVID-19 Resource Pack for educational settings	✓		
HSE: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic	✓		
HSE: First aid during the coronavirus (COVID-19) pandemic (Updated 28th May 2021)	✓		
Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings	✓		
HSE: Legionella risks during the coronavirus pandemic	✓		
DHSC: Face coverings: when to wear one, exemptions, and how to make your own (Updated 12th March 2021)	✓		
DHSC: Coronavirus (COVID-19): getting tested (Updated 20th May 2021)	✓		
DHSC: Maintaining records of staff, customers and visitors to support NHS Test and Trace (Updated 17th May 2021)	✓		
Ofsted: coronavirus (COVID-19) rolling update (updated 3rd June 2021)	✓		
Ofsted: Tell Ofsted if you have a COVID-19 incident at your childcare business (11th November 2020)	✓		
DfE: Use of free early education entitlements funding during coronavirus (COVID-19) (updated 18th March 2021)	✓		
CIEA: Legionnaires'disease: lockdown risks and reopening safely	✓		
DfE: Guidance for full opening: schools - Annex A risk Assessment (Updated 24th May 2021)	✓		
NHS: Who's at higher risk from coronavirus	✓		
NHS: Test and Trace: What to do if you are contacted (Updated 20th May 2021)	✓		
HMRC: Check if you can claim for your employees' wages through the Coronavirus Job Retention Scheme (Updated 3rd March 2021)	✓		
Department for Transport: Coronavirus (COVID-19): safer travel guidance for passengers (Updated 15th June 2021)	✓		
PHE: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 (Updated 21st June 2021)	✓		

Surrey and Sussex HPT (South East)

Public Health England

County Hall North

Chart Way

Horsham

West Sussex

RH12 1XA

Email: PHE.sshpu@nhs.net

Telephone: 0344 225 3861 (option 1 to 4 depending on area)

Out of hours advice: 0844 967 0069

Close contact

'A contact' is a person who has been close to someone who has tested positive for coronavirus (COVID-19) with a [Polymerase Chain Reaction \(PCR\) or LFD test](#). You can be a contact anytime from **2 days** before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.

A close contact includes:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
- travelled in the same vehicle or a plane