



Risk Assessment Form

School name	<i>Horizon Nursery</i>
Location	<i>Shaw lane</i>
Date of Assessment	<i>01/09/2020</i>
Manager / Event Leader responsible for the Basic Activity	<i>Sue Wood/Laura Richardson</i>
Lead Risk Assessor for the Basic Activity (If applicable)	<i>Sue Wood/Laura Richardson</i>

Activity/s covered by this risk assessment:

Risk assessment reviewed and amended to facilitate the opening of the Nursery to all children and include before and after school from 1st September 2020 following the changes in guidance from the Prime Minister on 2nd July 2020.

General questions		
1	How many staff do you have available to work in Nursery?	13
2	Do you have appropriate staff in nursery to maintain ratios?	Yes
3	Is there adequate staffing to provide catering? Is there adequate staffing to ensure an appropriate level of cleaning?	Yes Yes
4	Do you have appropriate management to open the nursery?	Yes
5	Do you have at least one person with paediatric first aid training available for work in nursery?	Yes
6	Do you have at least one person with up to date Designated Safeguarding Lead (DSL) training available to work in nursery?	Yes
7	Do you have your special educational needs coordinator available for work, or an alternative staff member who could take on this role?	Yes
8	Do you have a caretaker and/or cleaning staff, and if necessary, at least one office staff member available during the school day?	Yes using staff above
If the answer to questions 4, 5, 6, 7 or 8 is no please contact HCAT.		

Hazard	Risks	Control Measures	Actions Required	Responsible person / Target Date(s)
Number of children due to attend from 1 st September	Inadequate staffing and spaces for children	<p>Put in place measures to check staff wellbeing (including that of leaders).</p> <p>Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific issues that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection).</p> <p>Obtain estimate on number of children due to attend.</p> <p>Audit of staff who are fit to attend, Contact staff who have been shielding to see which category of shielding they fit into. (are they extremely clinically vulnerable and shielding, or medical advice or further guidance suggests they should not attend).</p> <p>Identify staff who can't return to school at this point and why? How they can work from home (for example, supporting remote education).</p>	<p>Confirm to parents that the Nursery is fully open and will be providing places for all children from 1st September</p> <p>Monitor take up of places on a weekly basis if there is a waiting list for places.</p> <p>Parents to be informed of allocation of a place.</p> <p>Inform parents of arrangements for attendance including times, meals and drop off and collection arrangements.</p> <p>Inform parents that they are to ring the Nursery when they arrive in the car park and then wait with their child in the designated area, practising safe distancing until a member of staff comes to meet them. There are signs on the gate and benches will be placed across the car park to keep the designated area clear for a waiting area. Signs on the benches are in place to remind parents of the arrangements. The gate will be locked during the day.</p> <p>Identify the staff that will be available to work and plan rotas accordingly taking account of EYFS ratios.</p> <p>The two large classrooms to be used to separate the children into two groups and the same children and staff to be in each group across the week. Staff ratios and floor space allocation per child will be in line with EYFS requirements.</p>	<p>SWD/LRN from 25/08/2020</p> <p>SWD/ LR 25/08/2020 ongoing</p> <p>SWD LR 15/07</p> <p>LR/LC 15/07</p> <p>SWD 15/07</p> <p>SWD/LR ongoing</p>

			<p>Set up before and after school club for children requiring this. Only offer to one school to limit the number of groups. Allocate a staff member to cover the before and after school provision.</p> <p>Allocate the room behind the office should a child or member of staff start to display symptoms during the day. This room must not be used for any other purpose. Keep school age children in a separate group from the rest of the nursery children.</p>	<p>SW/LR 01/09/2020</p> <p>In place</p>
Ensure schools are fully aware children attending	Needs of children are met and staffing and spaces are available to meet EYFS ratios	Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.	Registers to be taken daily by the Duty Manager and children will be signed in and out of the building by the member of staff in charge of the group. Attendance reported to ECS daily.	SW/LR/LC ongoing
Not meeting the educational needs of children	Additional lost learning time.	Activities planned and adapted to meet individual needs of children including SEN children.	<p>Ensure that staffing ratios can support children with additional needs. Planned staffing ratios in the groups will already fulfil these requirements. There is capacity of staffing available to meet all these requirements.</p> <p>Access services required to support children with SEN including Family Support Workers, Health Visitors and other professionals. Contact Early Childhood Services for alternative contacts if needed. Contacts to be on a virtual basis if possible. If essential workers from outside the Nursery are required to attend, the control measures in place will be explained.</p>	<p>LR/LC Keyworkers Ongoing planning</p> <p>SW/LR /LC to monitor</p> <p>SW/ LR ongoing</p>

			<p>Arrange staffing and plan rotas so that children will be placed with familiar carers by splitting staff into two teams based on the groups of children in their keyworker groups.</p> <p>If staff have to change groups during the week, ensure that they are in a clean set of clothing and follow all hygiene practices beforehand.</p>	SW/LR ongoing
Pupil and staff wellbeing and mental health	Support pupil and staff in their emotional health and wellbeing – identify those children who are not attending who should be	<p>Plan likely mental health, pastoral or wider wellbeing support for pupil and staff returning to nursery (for example, bereavement support). Work with your local authority to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and students who were not previously affected.</p> <p>Organise staffing to ensure that there is DSL lead, SENCo and 1st Aider available at all times.</p>	<p>Staff to ensure that Nursery is a calm, happy and positive experience for all children, keeping to familiar routines wherever possible.</p> <p>Staff to support children, answering questions honestly at a level appropriate to the child. Direct parents to appropriate support for their child where required including Inclusion Team, Family Support Services and with appropriate stories and activities such as https://youtu.be/IYnNPai4pdk</p> <p>Ensure that all staff are aware of the support from College and how to access targeted support for their mental health and wellbeing through Human Resources.</p> <p>There is a Designated Safeguarding Lead available throughout the day.</p> <p>The staffing rota will ensure that there is a SENCo and at least 1 qualified first aid provider on the premises throughout the day.</p> <p>Staffing rotas will be monitored to ensure this provision is in place throughout the day.</p>	<p>LR/LC Ongoing</p> <p>All staff ongoing</p> <p>SWD/LR/LC ongoing</p> <p>SWD/LR/LC ongoing</p> <p>LR/LC In place</p> <p>LR - ongoing</p> <p>LR - ongoing</p>

			<p>Organise staffing rotas so that additional support for children with SEN is provided ensuring that the child is supported by a familiar adult.</p> <p>Use activities to teach the children how to follow appropriate safety measures to promote their own selfcare, including thorough hand washing routine, 'wipe it, bin it, kill it', washing hands routine and covering mouths when sneezing and coughing. We will talk about germs with the children and discuss why the above routines are important.</p> <p>Discuss with and support older children to practice safe distancing.</p>	<p>All staff</p> <p>All staff</p>
Catering/School meal provision supply chains	Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.	<p>Contact catering providers to ensure they are ready to restart catering provision on 1st June,</p> <p>If not, can alternative options be explored</p>	<p>Resume offering cooked meals and a snack tea for all children daily.</p> <p>Once provisions have been sourced ensure that all packaging is clean before storing in the Nursery.</p> <p>Children to eat in their allocated rooms. The rooms will be organised to ensure that children can be seated appropriately and can maintain social distancing measures whilst eating. Staffing to be arranged so that ratios in the room are still met using staff allocated to the group.</p>	<p>SWD /LR 01/09/20</p> <p>LR all staff</p> <p>SWD Ongoing</p> <p>LR/ all staff</p>

		<p>Ensure EYFS snack is managed effectively and supply of snack is planned for in advance. (obtain supermarket delivery slots)</p>	<p>The Nursery will offer lunches cooked on the premises, ensuring that the meals are served separately to each group and the Cook is leaving them outside the classroom door for a staff member in that group to serve within the room. Dishes are left outside the room for the Cook to collect for cleaning.</p> <p>Ensure that all children are practising good hygiene and regular handwashing including before meals and snacks.</p> <p>The whole group will access snack at the same time to ensure a consistent approach to hand washing and cleaning regimes. The member of staff responsible for the group will ensure hand washing is completed appropriately by all children, the team and tables will be cleaned thoroughly before and after eating.</p>	<p>LR/JT ongoing</p> <p>All staff - ongoing</p> <p>All staff - ongoing</p>
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Return to school will lead to challenges around social distancing	Bottle necks and cross contamination	Organisation of small class groups, as described in the 'class or group sizes' in DFE guidance	Staff, children, and parents have been informed that strict social distancing measures will be unenforceable due to the age of the children. However, by grouping children accordingly this will limit the numbers of contacts each child and member of staff has each day.	SWD/ LR/LC Completed
		Keep small groups of children together throughout the day and to avoid larger groups of children mixing	Children will be arranged into age groups taking account of the days of attendance so reducing the number of contacts across the week.	LR/LC ongoing
		Limit the number of contacts for the staff.	Staff are arranged into teams and they will support the same groups of children across the week wherever possible, thus limiting the number of people staff and children have contact with on consecutive days.	SW/LR
		Organisation of nursery, classrooms, and other learning environments to limit cross contamination	The Nursery environment is organised and signposted appropriately (e.g. playground, toilets, first aid, quarantine areas, meals spaces, staff refreshment areas.) Posters throughout the Nursery give instructions and advice.	LR/LC
			A rota for cleaning during the day is in place. This includes the cleaning of all surfaces that children may have touched including door handles, taps, sinks and any resources. Toilets and sinks are allocated to each group of children and this is strictly adhered to and children are supervised appropriately. Notices are displayed on toilet doors and above sinks,	LR/LC - complete LC - complete

		<p>Utilise the outdoor area for activities throughout the day.</p> <p>Decide which lessons or activities will be delivered.</p>	<p>detailing guidance and reminders on hand washing techniques.</p> <p>Staff are allocated to empty nappy bins at 10am, 1pm, 4pm and at the end of the day, securing the bags and placing them in the chemical bin outside the Nursery building.</p> <p>A rota for cleaning high usage points of contact such as door handles, and surfaces is in place and followed throughout the day. Any doors that can safely be left open throughout the day have been identified and this has been communicated to all staff.</p> <p>Each group has been allocated a room and an area outdoors. Staff will ensure that each group uses their own allocated entrance/ exit doors and allocated outdoor area to avoid children being in the same areas at any time.</p> <p>A timetable to stagger break times (including lunch), is in place so that staff are not moving around the Nursery at the same time.</p> <p>Staff have breaks in sleep/sensory room and practice appropriate safe distancing from staff of other groups. This room will not be used for children.</p> <p>Staff toilets are allocated to each team to ensure that the risk of cross contamination is minimised.</p> <p>All soft toys and furnishings have been removed, along with dressing up clothes and all malleable play including sand and playdoh.</p>	<p>All staff – in place</p> <p>LR/LC all staff In place</p> <p>LR/LC In place</p> <p>LR/LC All staff</p> <p>LR - complete</p>
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		<p>Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p> <p>Minimise contacts when parents drop off and pick up their children from nursery</p> <p>All children's care needs are supported while minimising the risk of cross contamination.</p>	<p>A limited number of toys and resources are available each day. After use, toys and resources are removed to allow for cleaning before using again.</p> <p>The same arrangements are in place for resources taken outdoors. Each group of children have a designated outdoor play area.</p> <p>Parents have been informed of the protocols for dropping off and picking up their children. Parents to call the Nursery from their car. Staff will be allocated to escort the child to and from Nursery and share information with the parents ensuring that they are practising social distancing of 2 metres.</p> <p>Parents have been asked to ensure that they apply sun cream to their child before bringing them to nursery. Staff will check with parents daily before the children enter the nursery.</p> <p>All staff wear a new pair of gloves when applying sun cream to the children, washing their hands between each application.</p> <p>Children wash their hands whenever they enter the Nursery from outside, (including on arrival), before and after eating, after toileting and after each rotation of resources. Hand sanitiser is available for use when outdoors. This is kept out of reach of the children.</p>	<p>All staff ongoing</p> <p>SW/LR/All staff Complete</p> <p>All staff</p> <p>SWD/LR All staff</p> <p>LR/LC 29/05 All staff ongoing</p> <p>All staff ongoing</p>
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		<p>Staff accompany children and provide support with hand washing. They will ensure that toilets are flushed and sinks including taps are cleaned between each use.</p> <p>Staff ensure that all nappies are double bagged before disposing of in the nappy bin.</p> <p>All staff use a new pair of gloves and an apron for each nappy change and when assisting children with toileting. Signage reminds staff to wash their hands before and after each contact.</p> <p>All air conditioning units have been switched off and as many windows as possible opened. (weather permitting)</p> <p>Children sleep in their allocated rooms. Children will have their own named bedding which will be laundered regularly and the mats are thoroughly cleaned. At least 2 metres is left between each sleep area.</p> <p>Contact details have been checked with all parents to ensure they are up to date and that they will be contactable throughout the day. This is also included in the letter sent to parents explaining the arrangements.</p> <p>Staff have been given a copy of the guidance the COVID-19: cleaning of non-healthcare settings guidance and they have signed to confirm they have read this document.</p>	<p>All staff Ongoing</p> <p>LR/LC all staff ongoing</p> <p>LR/LC/All staff ongoing</p> <p>All staff</p> <p>SWD/LR</p> <p>LR/LC</p>
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		<p>Agree approach to any scheduled or ongoing building works.</p> <p>Plan arrangements with your suppliers and check they are following appropriate social distancing and hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in nursery.</p>	<p>If any contractors are required to be on site, they will be escorted by a member of staff maintaining social distancing and immediately cleaning anything that they have had contact with. We will only have contractors in if required to complete essential works and if appropriate arrangements will be made for work to be completed when children are not on the premises.</p>	<p>SW/LR ongoing</p>
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Lack of clarity around agreed approaches	Cross contamination and increased risk of infection	Decide content and timing of staff communication(s) including if bringing staff in in advance of pupils returning is necessary.	A staff meeting took place before opening to discuss the risk assessment and all procedures put in place for minimising risk and delivering a quality service.	LR/LC w/c 25/05
		Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding).	Staff attended the Nursery prior to opening to children to organise the rooms and prepare for all the new operational requirements and associated procedures.	LR/LC 29/05
			Staffing rotas have been prepared and presented to staff. This risk assessment and any updated versions are shared with all staff and any feedback considered on a regular basis.	SWD/LR/LC
			Planning for staffing allows for a senior member of staff to be available for any issues that may arise and to support staff and parents.	SWD/LR
		Make parents aware of the protective steps you are taking to make the nursery a low-risk place for their child.	Parents received an email explaining the measures that have been put into place and what the expectations are of them in supporting the new Nursery procedures.	SWD/LR/LC
			Parents have been informed that although the nursery is following the Government guidance and all necessary measures are being put in place to reduce the risk of infection, we cannot guarantee that the risk will be zero.	SWD/LR
Staff and Pupils are not suitably protected	Workforce and children are infected and school	Read the guidance on implementing protective measures in education and childcare settings .	Parents have been directed to drop off their child and pick up them up from the car park. Children are escorted by staff. There is enough staff available to ensure that time can be spent	All staff Ongoing

	<p>cannot continue to operate</p> <p>Actions taken if someone falls ill on Site</p>	<p>Decide the physical and organisational structures needed to limit risks and limit movement around the building(s)</p> <p>Sufficient cleaning of premises.</p> <p>Identify 'quarantine' for children.</p>	<p>reassuring the child and this is undertaken by a familiar member of staff from their group. Two-way radios are used to ensure effective communication. Parents have been informed that they will not be allowed into the building.</p> <p>A rota is in place to ensure staff have a break and lunchtime period. These are staggered throughout the day to ensure that staffing ratios are consistent within the rooms. The lunch break takes place in the sleep/sensory room . Staff are sitting 2 metres apart, thus following current social distancing guidelines.</p> <p>A rota is in place for staff to carry out enhanced cleaning of their classrooms throughout the day. The cleaner will concentrate on cleaning the office, corridors and entrance hall. The nursery is thoroughly cleaned at the end of each day and all resources sanitised and placed away from the children. As the number of children reduce after tea, the children are taken outside to play and some staff will carry out extra cleaning.</p> <p>The room behind the office is set up in order to isolate any child who may display symptoms of infection. A member of staff will stay with the child and practice social distancing if possible. If not, then the member of staff will wear full PPE. Parents will be contacted to collect their child. Once the child has been collected the allocated member of staff will go home for the rest of the day ensuring that they do not go back into the rooms where other staff or children are.</p>	<p>LR/LC</p> <p>LR/LC</p> <p>LR/LC ongoing</p>
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	Availability of PPE	<p>Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed (See PPE guidance)</p>	<p>Ensure that there is a supply of PPE available if social distancing is not appropriate including water resistant face masks, eye protection, gloves and aprons.</p> <p>All necessary PPE, food and cleaning supplies are in plentiful supply including nappy bags, bin liners, toilet paper, tissues, liquid soap, hand sanitiser, aprons, gloves and cleaning products.</p> <p>Staff and children use sinks in the classrooms for regular hand washing throughout the day and use the sinks in the toilet areas for toileting and nappy changing only.</p> <p>Staff reinforce the message to support children to use the 'Catch it, bin it, kill it' approach for respiratory hygiene and used tissues are placed in 2 bags and placed in lidded bins in the classrooms. Bins are emptied regularly throughout the day into the refuse bin outside the Nursery building.</p> <p>First Aid kits are checked, and all supplies are in date and in good supply.</p>	<p>LR/LC In place</p> <p>LR/LC all staff ongoing</p> <p>All staff ongoing</p> <p>LR/LC 29/05</p> <p>LR/LC All staff</p>
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<p>Level of hygiene is supporting not adequate</p>	<p>Increased risk in transmission of infection</p>	<p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Ensure that sufficient handwashing facilities are available.</p> <p>Promotion of personal hygiene routines</p> <p>Ensure that help is available for children and young people who have trouble cleaning their hands independently</p>	<p>Hand sanitiser is available in areas where there are no immediate hand washing facilities. This includes the entrance hall, outdoor areas, office and corridor.</p> <p>Staff ensure that children frequently wash their hands with soap and water for at least 20 seconds and dry them thoroughly. They are encouraged to sing the hand washing song with the children while helping them to wash their hands properly. Staff and children will dry their hands with paper towels and the hand dryer will not be in use.</p> <p>Staff and children are asked to clean their hands upon arrival at the Nursery, before and after eating, after sneezing or coughing and each time the collection of resources is changed.</p> <p>Staff remind children not to touch their mouth, eyes and nose, to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Staff ensure that children's faces are cleaned regularly, washing, and drying them thoroughly, using individual wipes.</p> <p>Older children will be encouraged and supported to practice safe distancing.</p>	<p>LR/LC In place</p> <p>All staff – in place</p> <p>All staff Ongoing</p> <p>All staff Ongoing</p> <p>All staff Ongoing</p>
<p>Parts of the building closed for many weeks due to lock down</p>	<p>The health and safety of the building has been compromised</p>	<p>Complete health and safety audit of site</p> <p>Make adjustments to the fire drill and practise it in the first week when more pupils return</p>	<p>A health and safety inspection took place prior to the opening of the Nursery and all defects and maintenance issues were resolved, as necessary.</p> <p>All fire safety checks are undertaken on a weekly basis as is usual practice.</p>	<p>AC/LR/LC 29/05</p> <p>LR/LC LR/LC</p>

		Decide and make clear to the school staff and parents what your expectations are about cleaning and hygiene.	<p>A revised fire evacuation route for the different groups is in place along with different evacuation points. A fire drill was completed within the first week of opening the Nursery.</p> <p>All taps were turned on and all toilets flushed prior to the opening of the Nursery.</p> <p>A thorough clean of all rooms, furniture and resources took place prior to the opening of the Nursery.</p>	<p>LR/LC</p> <p>LR/LC</p>
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Manager's / Event Leader Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales.	
Manager's / Event Leader Signature: S.Wood	Date: Updated 1st September 2020

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings#Section8>