

HAPPY DAYS CLUB AND NURSERY SCHOOL COVID-19 POLICY

Happy Days Club and Nursery School recognises that careful planning is essential in order to keep the children and our staff safe, and to limit the spread of coronavirus/Covid-19, within our setting. Accordingly, we have conducted a thorough Covid-19 **risk assessment** and will review it on a monthly basis and whenever Government guidance changes.

Covid-19 symptoms

Covid-19 is a viral, respiratory disease, which is spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

Continuous dry cough	Sore throat
Fever (high temperature)	Tiredness
Difficulty breathing	Loss of taste and smell

The initial symptoms are similar to colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19. However, it is important to be aware that in some cases the symptoms may be very mild or even non-existent, especially in children.

Procedure for infection or suspected infection

Any child who becomes ill with symptoms which could be Covid-19 while at Happy Days will be isolated from the other children until the child can be collected by his or her parents. If the child becomes seriously ill, we will call 999.

If a child or member of staff has suspected symptoms of Covid-19, they will be sent home and must follow the Government guidance for households with possible Covid-19 infection. This includes self-isolation and taking a Covid-19 test. See:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Most suspected cases of Covid-19 turn out to be negative, so we will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high risk groups.

If children or staff experience any symptoms of Covid-19 they must not attend Happy Days until all symptoms have passed and they feel well.

Infection control

Like the common cold and flu viruses, Covid-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes, or nose without first washing your hands.
- Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes, or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will take the following steps to reduce the risk of catching or spreading Covid-19 at Happy Days:

Hygiene:

- Staff and children will wash their hands as soon as they arrive and will be reminded to wash their hands regularly throughout the session, especially after using the toilet, before eating food and after coughing or sneezing.
- Hand sanitiser will be available in convenient locations throughout the building.
- We will have tissues readily available for use when sneezing and coughing, and these will be disposed of, in a bin, immediately after use.
- If they don't have a tissue to hand, children will be instructed to cough or sneeze into the crook of their arm.
- We will discourage children from touching their faces.
- We will discourage children from touching each other.
- Children will not be allowed to bring toys or games from home, and we ask that they bring only essential items with them to Happy Days.

Cleaning:

- We will ensure that frequently touched surfaces, such as handles, door plates, light switches, tabletops and toys are regularly cleaned with anti-bacterial spray or wipes, before, during and after each session.
- We will remove toys that are difficult to clean.
- We will remove soft toys and soft furnishings, such as cushions and rugs.
- We will restrict the sharing of toys and equipment between groups as much as possible. Any toys or equipment that need to be shared will be thoroughly cleaned before being used by the next group.
- Toilets and sinks will be cleaned before and after each session, and at regular intervals while Happy Days is in operation.

Arrivals and departures:

- We have amended our arrival and collection procedure, so parents will now collect their children from outside the Happy Days building.
- Visitors, e.g. delivery drivers will not be allowed to enter the premises.
- Doors and windows will be kept open where safe to do so, to keep the premises well ventilated.

Movement around the Building:

- Children will be put into groups of no more than 15. As far as possible, these groups will be maintained, whenever they attend.
- When indoors, groups will be separated into separate areas.
- When outdoors, groups will be based in separate zones.
- As far as possible, only two persons will be allowed in the toilets at a time.

Activity planning:

- We will plan activities that minimise contact between children.
- Whenever possible, activities will take place outside.

Food:

- Children will bring their own lunch and no sharing of food will be permitted and children will be spaced apart while eating.
- All snacks provided by Happy Days will be given to the children on a 'pre-loaded' plate.

Promoting good practice:

- We will promote infection control through the methods above, and in addition we will:
- Ensure that all staff have received training in, and understand, our new procedures
- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within Happy Days
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

Closure:

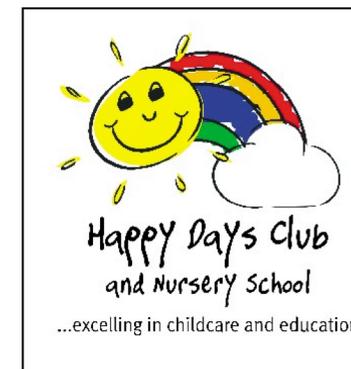
We may need to temporarily close if we have insufficient staff due to illness to run sessions safely. If this occurs the manager will contact Cheshire East for further support and guidance.

In the event that we have a number of confirmed cases of Covid-19 associated with Happy Days, we may need to close if advised to do so by the local Health Protection Team in order to limit the spread of the virus.

If Happy Days needs to close, the manager will notify parents or carers as soon as possible. The manager will also inform the local Early Years or Childcare service as well as other relevant parties, eg feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

This policy was adopted by: Happy Days Club and Nursery School Ltd	Date: 1 st September 2020
To be reviewed: 1 st January 2021	Signed: Helen Hall, Director

STAFF & PARENT COPY FOR INFORMATION ONLY. MASTER KEPT IN THE OFFICE



Happy Days Club and Nursery School Re-opening Risk Assessment COVID-19

Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A ranged of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced, these include:

1. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, does not attend childcare settings, schools and colleges
2. Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered.
3. Ensuring good respiratory hygiene – promote the “catch it” “bin it”, “kill it” etc. including by updating your classrooms displays with posters.
4. Cleaning frequently touched surfaces often using standard products, such as detergents.
5. Minimising contact and mixing altering, as much as possible, the environment, classroom activities, snack time, toileting, lunch, nappy changing

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your **Manager/Helen Hall**) and access a test as soon as possible.
2. Clean your hands and wrists more often than you usual – with running water and soap and dry them or use alcohol hand sanitiser.
3. Use “catch it” “bin it”, “kill it” approach and provide support and guidance to the children in doing so.
4. Avoid where possible touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products.
6. Adapt modifying your teaching, activities, to keep in line with social distancing measures (if necessary, stand behind the child and avoid face to face contact).

All classroom doors and windows should be open if possible, for air flow.

Staff must read the updated “Behaviour Policy”

Risk Key:



Aspect	DFE Guidance	Mitigation Measures to include:	Nursery Specific Mitigation Measures	Out of School Specific Mitigation Measures	RISK
Social Distancing	<p>We know that, unlike older children and adults, early years children cannot be expected to remain 2 metres apart from other and staff. In deciding to bring more children back we are taking this into account. Therefore, work through the hierarchy of measures set out :-</p> <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene • Regular cleaning of settings <p>Minimising contact and mixing</p>	<p>Children will be in their group “bubbles” and with reminders for children not to play too closely.</p> <p>Staff must ensure at least 1 meter distancing from other members of staff.</p> <p>Requirement – Pupils and staff to wear different clothes each day – (uniform expectations relaxed to support this)</p> <p>Bring in water bottles and leave at Happy Days for cleaning at the nursery.</p> <p>Sandwich boxes to be brought each day</p> <p>No children’s book bags, favourite toy and comforter.</p> <p>Strict adherence to this policy will be monitored</p>	<p>Consider outdoor activities – encourage non-contact games.</p> <p>Children encouraged to wear Velcro shoes/pumps/trainers and comfortable easy clothes they can independently manage.</p> <p>Posters, signage and guidance to be clearly displayed around the nursery, simplified with “smiley faces”.</p> <p>Arrival – Main Entrance – “smiley faces” visible on flagged area positioned 2 meters apart and allotted start times from 8am - 8.15am and 9.15am – 9.30am</p> <p>Leaving – Children will be escorted outside by one member of staff where parents will be waiting keep social distancing at all time. Collection time to be 2.30pm to allow for time to clean the building in preparation for Out of School Club.</p> <p>Child’s key worker will take their temperature every day, using a non-contact head thermometer, exceeding 37.5 degrees C, parents will be asked to take home. (amended 28/09 following guidance)</p>	<p>Children will be in groups of year group bubbles of no more than 15.</p> <p>Children will be encouraged to keep apart if possible.</p> <p>Each room will be sectioned to allow for segregation of bubbles.</p> <p>Children will be taken to school adhering to the schools staggered arrival policy, reducing the number of children being escorted to school at any one time. Each bubble will be escorted with sufficient staff members in line with government guidelines for child: staff ratio.</p>	

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<p>PPE</p>	<p>Wearing a face covering or face mask in early years settings is not compulsory or recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people, for example public transport in some shops. This does not apply to nursery settings and educational settings. Changing habits, cleaning and hygiene and effective measures in controlling the spread of the virus is paramount.</p>	<p>Keyworkers/staff are to have the option to wear a facial covering.</p> <p>Keyworkers/staff to only wear disposable gloves for toileting changing, medical first aid attention to a child, preparing snack and hygiene and cleaning purposes.</p> <p>Contenance and toileting accidents will be dealt with by staff, using ppe.</p>	<p>Disposable gloves and aprons to be available for staff to use for snack preparation, cleaning purposes, toileting and first aid, these should be placed in the appropriate bins immediately.</p> <p>If a child is displaying symptoms of upset tummy or the child is very distressed – parents will be called and asked to collect.</p> <p>Keyworker will wear PPE when alone with a child showing symptoms as they wait for parents.</p>	<p>AS PER COLUMN TO THE LEFT</p>	<p>HIGH</p>
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<p>staffing including communication and wellbeing</p>	<p>Talk to staff about the plans for the nursery</p>	<p>Risk Assessments to be carried out weekly to ensure their mental health and physical health is taken into account.</p> <p>Promotion of Trust wellbeing resources and external counselling</p> <p>Individual support packages and interventions for staff</p> <p>Staff Rota to ensure only vital staff are present in school</p>	<p>Review the weekly risk assessment and amend accordingly.</p> <p>Staff will be reminded about the Peninsula wellbeing app available to them</p> <p>If staff feel worried, they must speak with their manager/room leader or Helen Hall immediately of any concerns.</p> <p>Regular staff supervisions will be scheduled</p> <p>Staff appointed and given instructions on their roles. A full staff induction and Covid-19 training will take place upon return.</p>		<p>HIGH</p>
<p>Staffing including communication and wellbeing</p>		<p>Home working where possible .</p> <p>Office Staff mitigation</p>	<p>All staff will return to Happy Days at the start of the Autumn term, if they are medically fit and not showing any symptoms of Covid-19.</p> <p>Nursery Openings are from being adjusted to allow for sufficient time to clean between sessions.</p>	<p>AS PER COLUMN TO THE LEFT</p>	<p>HIGH</p>

<p>Staffing and Bubble Groups, Rooms</p>	<p>Keep cohorts together where possible and: ▪ ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days ▪ ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p>	<p>Children split into “bubble groups” of no more than 8 children, to remain in that bubble at all times. ▪ Keyworkers assigned to children remain the same for the duration of the term and should not mix with other bubbles. Staff should not mix with other bubbles.</p> <p>Room locations, toilets, outside areas, isolation, cleaning.</p>	<p>Each classroom will create their own bubble ie. Stars and Sunbeams, Twinkles. The children of each bubble will not mix unless absolutely necessary i.e. staff shortage. Staff ratios in line with EYFS will be adhered to.</p> <p>The rooms, equipment and stationery will be cleaned throughout the day using antibacterial spray.</p> <p>A corner of the school hall will be sectioned off as an Isolation Zone, if a child shows symptoms of Covid-19. The child will wait until collected by a parent. The isolation zone will be deep cleaned thoroughly when the child leaves the hall, using an external door. (updated 28/09)</p>	<p>Each room will be divided to allow for social distancing of bubbles. The children of each bubble will not mix, unless absolutely necessary. Staff ratios will be in line with government guidance. The equipment used by each bubble will be separated, cleaned thoroughly at the end of each session with Antibacterial spray and quarantined for 72 hours if possible.</p> <p>School Hall HCPS The hall to be divided into encourage social distancing between bubbles. Each bubble will have their own materials and resources that will be cleaned at the end of each day week or quarantined if possible. Tables and chairs will be cleaned with Anti-bacterial spray before and after use.</p> <p>Snack will be served to the children within their bubbles.</p>	<p>MEDIUM</p>
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Aspect	DFE Guidance	Mitigation Measures to include:	Nursery Specific Mitigation Measures	Out of School Specific Mitigation Measures	Risk
Personal Hygiene	Different groups don't need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet.		<p>The children will be supervised to ensure that they wash their hands properly. The toilet cubicles will be cleaned regularly. Antibacterial gel will be used when each child leaves the toilet area. If a child needs to use the toilet at any other time, a member of staff will assist.</p> <p>At the end of each day all rooms will be deep cleaned thoroughly for the next day</p>	<p>AS PER COLUMN TO THE LEFT.</p> <p>Plus...</p> <p>At HCPS children will only use toilets allocated by school. They will be encouraged to wash hands thoroughly for 20 seconds with soap and water.</p> <p>Anti-bacterial gel will be used before they re-join their group.</p> <p>The toilets will be deep cleaned at the end of each day or before school re-opens the following day.</p>	MEDIUM

<p>Vulnerable Nursery Children</p>	<p>The government encourages vulnerable children and young people to attend educational settings unless they have underlying health conditions that put them at severe risk. Children and young people who are considered extremely clinically vulnerable and shielding should continue to shield and should not be expected to attend. Clinically vulnerable (but not clinically extremely vulnerable)</p>	<p>Vulnerable should attend nursery, where possible.</p>	<p>Vulnerable children who do not have underlying health conditions are invited to attend nursery.</p> <p>Children with EHCP'S are invited to nursery if they or a member of their family have no underlying health conditions.</p>		<p>HIGH</p>
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Aspect	DFE Guidance	Mitigation Measures to include:	Nursery Specific Mitigation Measures	Out of School Specific Mitigation Measures	Risk
Behaviour Policy	<p>In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff. Areas schools may wish to add to their behaviour policy following any altered routines</p> <p>Drop off and pick up Hygiene and toileting routine Snack and lunch time routine Groups Activities Catch it, bin it, kill it Social Distancing</p>	Clear guidance will be given	<p>Keyworkers will be clearly going through the routine of nursery in a supporting, comforting way, using visuals and activities along the way to make the children feel at ease. We will be reminding children to use their "superman arms" so children do not play too closely to each other.</p> <p>Keyworkers will assess situations closely, if a child is not coping and behaviour is compromising the safety of the rest of the children and staff, parents will be called.</p> <p>Helen Hall has reviewed the Behaviour Policy which is in line with COVID-19 expectations.</p>	AS PER COLUMN TO THE LEFT	MEDIUM

Cleaning	<p>Ensure sufficient handwashing facilities, sanitiser,</p> <p>Clean surfaces that children are touching, toys, sinks, doors, books, desks, chairs toilets, more regularly</p>	<p>Toilets, taps sinks, Bins Tables Equipment Tablets Contact points hands</p>	<p>All measures put in place for the nursery handwashing stations, sanitiser provided and PPE. Staff to clean thoroughly between activities, toilets to be cleaned, deep cleaning at the end of each day, using disinfectant</p> <p>Children and staff will be encouraged to wash their hands regularly.</p>	<p>AS PER COLUMN TO THE LEFT</p>	HIGH
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Aspect	DFE Guidance	Mitigation Measures to include:	Nursery Specific Mitigation Measures	Out of School Specific Mitigation Measures	Risk
<p>Building, Equipment/Room Activities</p>	<p>Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with thorough cleaning of equipment and rooms</p>	<p>All furniture not being used is to be stored and moved to another empty classroom or space, including soft furnishings which cannot be cleaned, or stored within the classroom where possible. ▪ Door closers to be removed and doors to be wedged open at all times including toilet doors (exceptions infant, staff and disabled). ▪ Cloak rooms to be left empty and coats on the back of chairs. Doors to be propped open. ▪ Children discouraged from bringing anything from home that is unnecessary. Only a water bottle and coat will be required with a lunch box if necessary. No rucksacks or book bags. ▪ Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles, signage</p> <p>Outdoor Space Where activities and weather permit, learning is to take place outside</p> <p>Equipment cleaned Children not to re-enter the building alone.</p> <p>Isolation Room – one room identified – for unwell children Remove all non-essential items in the isolation room</p>	<p>Signage, tape, posters and “smiley faces” will displayed around the building.</p> <p>Minimal furniture and equipment will be out in the classrooms, soft furnishings will be put away. Staff planning will help to decide what equipment will be out during the day</p> <p>Handwashing stations will be available for children when entering and leaving the building along with hand sanitisers.</p> <p>If a child requires extra toilet visits a member of staff will assist</p> <p>If a child becomes unwell a member of staff will relieve the keyworker and the child will proceed to the isolation room (Quiet room).</p> <p>If the child needs to use the toilet, the staff toilet will be used and deep cleaned when the child has left the building.</p> <p>This room will be thoroughly deep cleaned when the child has left the building. The Key Worker isolated with the child will change into a clean set of clothes and go home to shower then return to Happy Days.</p>	<p>AS PER COLUMN TO THE LEFT</p>	

Aspect	DFe Guidance	Mitigation Measures to include:	Nursery Specific Mitigation Measures	Out of School Specific Mitigation Measures	Risk
<p>Teaching and Learning</p>	<p>Decide lessons or activities that will be delivered</p> <p>Consider which lessons or classroom activities could take place outdoors</p>	<p>Lessons will be decided by the key workers in line with the topics planned for Summer Half Term</p>	<p>Toys/teaching materials will be separated into smaller quantities and 'quarantined' if possible at the end of each session. If it impossible to quarantine, the materials will be cleaned with antibacterial solution. All rooms will be sprayed with antibacterial spray at the end of each day and larger equipment will be sprayed with a Milton solution.</p> <p>All cloths will be washed at 60 degrees after use.</p> <p>An external cleaning company will be employed to deep clean bathrooms, kitchen, carpets and floors at the end of each day. Antibacterial cleaner will be used.</p> <p>The children will have a variety of experiences such as adult led group activities, story time and music and movement but we will do these on socially distanced spots/marks on the floor so they don't constantly touch each other like they would do normally. Using spots like this is something we have done before so should not be completely strange to the children.</p>	<p>All Out of school sessions will be planned by staff to ensure the children experience a range of activities.</p>	<p>LOW</p>

<p>Snacks and Lunches</p>	<p>Reduce mixing within education or childcare setting by: • staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between</p>	<p>Snack routine Lunch Routine Hygiene Tables Staffing High Tea</p>	<p>We will be setting up areas in a way that encourages only 2/3 children play together, drawing table is small with reduced spaces. No indoor sand play, and playdough but lots of outdoor messy play, sand play and water play</p> <p>Planning and Topics will be followed, and a weekly newsletter will be produced and sent to all children.</p> <p>Snacks will be offered to children by staff, who will encourage them to use utensils to prepare their own snack i.e. knives to butter bread/crackers, or spoons to eat cereals and yoghurt. prepared in advance and the children will be given a “pre-loaded” plate which will be reinforced regularly. This will be prepared by a member of staff and the member of staff will be wearing PPE. Staff will stagger their lunches and the floating members of staff will help supervise</p> <p>Lunches – Children are to bring in a cold packed lunch if they are attending for a full nursery day i.e. 9 – 2.30. We will only reheat lunch for children attending for an Extended Day. Lunch boxes should be prepared where a child can independently take it out and unwrap it. No “Frubes “or anything that requires opening by an adult.</p> <p>Tables will be arranged alongside the social distancing measures within class groups if possible.</p> <p>Afternoon Snack or High tea will no longer be provided</p>	<p>Snacks will be prepared in advance and the children will be given a “pre-loaded” plate. This will be prepared by a member of staff and the member of staff will be wearing PPE.</p>	<p>LOW</p>
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Aspect	DFE Guidance	Mitigation Measures to include:	Nursery Specific Mitigation Measures		Risk
<p>Movement of Parents</p>	<p>Encouraging parents and children to walk or cycle to their education setting where possible</p>	<p>Parents should not enter the nursery building under any circumstances.</p> <p>Markings on the floor signage will show one way up to the setting</p> <p>Only one parent should drop off and collect children where possible.</p>	<p>Staff will greet parents and children at the main entrance, where a handwashing station will be available everyday for the children to either wash their hands or use Anti Bac gel. Smiley faces will guide the children along. Parents must not go beyond this point. Lunch boxes go straight onto the children’s pegs and named water bottles will go into each groups water carrier.</p> <p>If a child wobbles, we are asking parents to not worry. There will be an area where one parent can help reassure their child. We will not be able to remove your child physically, but we will give support and encouragement.</p> <p>At pickup children will be escorted back to the main entrance where preferably one parent will be waiting to collect.</p>	<p>Parents will be asked to wait outside the building and their child will be brought to them.</p> <p>Parents will wait outside HCPS if collecting a child in Yr 4, 5 & 6.</p> <p>If Key Stage 2 are collected after 5.30 they will wait in the outdoor area, unless it is unsafe to do so e.g. in extreme weather. If they need to be brought into the building they will wait away from Key Stage 1 children, socially distanced from each other.</p>	<p>HIGH</p>

First Aid	<p>The Government have given and extension to first aid certificates for 3 months</p> <p>A review of first aid requirements and a decision if you can still provide cover needed for the activities available</p>	<p>Risk Assess Staff First Aid Qualifications</p> <p>PPE should be worn (gloves and masks) when dealing with a first aid incident</p> <p>Vomit is required to be cleaned up as soon after the incident as possible (PPE to be worn)</p>	<p>At least one member of staff at each setting currently has a valid first aid certificate. Other members of staff have carried out a refresher course online.</p> <p>PPE will be worn in all instances</p> <p>Parents to be contacted to attend in the case of a more serious incident.</p>		HIGH
Aspect	DFE Guidance	Mitigation Measures to include:	Nursery Specific Mitigation Measures	Out of School Specific Mitigation Measures	Risk
Premises Check		<p>Cold water systems</p> <p>Hot Water – legionella bacteria</p> <p>Weekly Alarm Systems</p> <p>Fire Drills</p> <p>Alarms and security</p>	<p>All fire drills and safety will be carried out in the normal way, but children will walk to the nursery muster point in their bubbles, socially distancing where possible.</p> <p>Ensure at the end of the day the premises are securely locked.</p>	AS PER COLUMN TO THE LEFT	MEDIUM
Communication with Parents	<p>tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) ▪ make clear to parents that they cannot gather at entrance gates or doors, or enter the site ▪ also think about engaging parents and children in education resources</p>	<p>Essential correspondence sent out via letter, parent email or survey .</p> <p>Detailed letter of new measures sent</p> <p>Any forms or messages from parents should be emailed to nursery</p> <p>Phone calls to the office</p>	<p>No entry permitted into the building by parents</p> <p>If parents have a worry to telephone or email and speak to the office.</p> <p>If the parent would like to speak to their child’s keyworker, they must telephone the office and a time will be given to return their call.</p> <p>Vulnerable children and ECHP parents will be kept informed and advice given where necessary.</p>	AS PER COLUMN TO THE LEFT	MEDIUM

Aspect	DfE Guidance	Mitigation Measures to include:	Nursery Specific Mitigation Measures	Out of School Specific Mitigation Measures	Risk
Procedure for medical care, isolation and confirmed cases	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>Use of an isolation room if symptoms are apparent</p> <p>Parents to be called and children to be sent home and if they develop symptoms must isolate for 14 days</p> <p>All staff who display symptoms should access a test.</p> <p>If a child or staff member tests negative, they can return to their setting and end self -isolation</p> <p>If any children or staff test positive, the rest of their class and bubble should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.</p> <p>Clinically extremely vulnerable pupils with pre-existing medical conditions should not enter school and should remain at home.</p>	<p>The quiet room will be the isolation room</p> <p>Happy Days will follow the latest DfE guidelines to the left</p> <p>Parents will be called immediately and asked to collect their child. They will be asked to arrange to have their child tested.</p> <p>If any child or staff member tests positive for Coronavirus all staff and children will be advised to self-isolate. The impact of this will be closure for 14 days.</p>	<p>Happy Days will follow the latest DfE guidelines.</p> <p>Children and staff in the bubble or who have been in contact with the child who has tested positive to Coronavirus will be asked to stay home and self-isolate for 14 days.</p> <p>Close liaison with HCPS to keep aware of any new cases at school.</p>	HIGH

Visitors		<p>Any visitors who are not critical to the running of the nursery, unless emergency repairs are needed (these will be kept to a minimum and where possible will be carried out when children are not in school)</p> <ul style="list-style-type: none"> ▪ Parents should not enter the school building other than in exceptional circumstances. Any communication should be done via email, telephone or conference call. Deliveries will be retrieved socially distancing 	<p>All procedures to the left and Weekly tests will only be carried out when children are not present and at prior arrangement by the office.</p> <p>Sanitary bin collections and nappy bins will be managed by a member of the office staff where a member of staff will meet the collector and replaced socially distancing outside the premises. No visitors or deliveries will be done inside the building.</p>	AS PER COLUMN TO THE LEFT	HIGH
Weather		<p>To assess/monitor planning around weather conditions</p> <p>Sun Protection/Clothing/Drinks/shade</p>	<p>The staff will risk assess every morning on what type of activities will be available, due to extreme “inclement weather”.</p> <p>Parents will be asked to apply sun cream before they attend nursery and dress the child appropriately for the weather that day. WE WILL NOT BE ABLE TO APPLY SUNCREAM. Long sleeves are preferred.</p> <p>Children will be able to keep shaded in the hot weather and hats from home will be worn.</p> <p>The children will have access to their drink bottles at all times.</p> <p>Classrooms will be used in the event of inclement weather.</p>	AS PER COLUMN TO THE LEFT	MEDIUM

Copies of this Risk Assessment will be displayed in the rooms, every member of staff to receive a copy and parents will be sent a copy.

Date – 1st September 2020

This document will be reviewed weekly and updated if amendments are made

Colour Code	Date of Update	Name	Signature
	29.09.2020	Helen Hall	
	21.10.2020	Helen Hall	
	16.11.2020	Helen Hall	