

Settling in of new entrants PN School COVID risk assessment

As of March 2021, the government has announced plans for all children to return to early years settings. At Purley Nursery School, the provision will consist of two “bubbles”, each contained in its own internal and external space and with a monitored cohort of children and adults. These are the Main Nursery Classroom for 3-4 year olds (30 hours and 15 hour morning and afternoon sessions) and the Rainbow Room for 2 year old morning and afternoon sessions. Staff are consistent within sessions, but may move between bubbles between sessions, albeit with a period of time having elapsed.

This risk assessment is based on government guidance available following this [link for Guidance full opening: schools, Actions for Early Years and Childcare providers during the Coronavirus outbreak](#) and this [link for safe working in Education](#) also incorporates the experience of staff during the ‘settling in’ period of new children in September 2020 and staff having worked in the more restricted “bubble model” operated first for children who are vulnerable or who are from families where parents are critical workers during the 2020 Covid-19 pandemic Lockdown and the Covid-19 pandemic Spring term 2021.

Assessment performed by:	Polly Jones Head of School
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Hazards	Controls present	Risk Rating
<p>Staff and children at risk of COVID-19 when new parents are settling in new children on site in the main classroom’s outdoor area.</p>	<ul style="list-style-type: none"> ● All parents to wear face coverings when entering school site. ● All new parents and children to use hand sanitiser provided at the Rainbow Room Blue gate before accessing the school on site. ● All children are encouraged to wash their hands as a first challenge with their key worker/ staff member and parent. Parents can assist following social distancing with the staff member. ● Parents to be issued a time slot to come onsite in the garden to settle their child. ● Time slots are: 9-10, 9.30-10.30, 10-11, 1-2, 1.30-2.30, 2-3 - up to 3 parents will be timetabled to come on site in the garden to settle their child. A maximum of 6 parents only will be able to access the outdoor space in the event of children not settling. ● Time slots will be allocated to parents and children across the week. Parents will not be able to access the nursery classrooms and must remain in the garden. ● Spaced out seating will be provided for parents during the settling in process. ● Parents will be encouraged to remain on the allocated seating areas in the garden. 	<p>Tolerable</p>

	<ul style="list-style-type: none"> • Adults are strongly advised to not use toilet facilities on site. In an emergency, adults may use the office toilet. • Children are able to use facilities within the nursery classroom when assisted by nursery staff only. If this is not possible, adults and children will have to return to the office toilet. 	
<p>Staff and children at risk of COVID-19 when new parents are settling in the Rainbow Room's outdoor area.</p>	<ul style="list-style-type: none"> • All parents to wear face coverings when entering school site unless exempt. • All new parents and children to use hand sanitiser provided at the Rainbow Room Blue gate before accessing the school on site. • No parent/carer allowed in the Rainbow Room Classroom • Parents to be issued a time slot to come onsite in the Rainbow Room's outside areas to settle their child. • Time slots are: 9-9.30, 10-10.30, 1-1.30, 2-2.30 - for a parent and child to be timetabled to come on site in the outdoor area to settle their child. • Settling will be restricted to 1 adult and new child at a time to reduce risk of infection transmission and aid social distancing. . • Spaced out covered chairs will be provided for parents during the settling in process. • Parents will be encouraged to remain on the allocated chairs in the garden where possible to reduce infection risks to adults and children. • Adults are strongly advised to not use toilet facilities on site. In an emergency, adults may use the office toilet. • Children are able to use facilities within the nursery classroom when assisted by nursery staff only. If this is not possible, adults and children will have to return to the office toilet. 	
<p>Lack of hand washing facilities for staff, parents and children in the outdoor area.</p>	<ul style="list-style-type: none"> • Adults, staff and children to sanitise their hands before entering the classroom learning area. • Children, adults and staff use hand washing troughs in the garden when engaging in the outdoor area. 	<p>Tolerable</p>
<p>Parents at risk of COVID-19 when sitting at allocated table and chair space in the outdoor area.</p>	<ul style="list-style-type: none"> • Table and chairs to be sprayed with disinfectant after each adult has used it. 	<p>Tolerable</p>

	<ul style="list-style-type: none"> • Cleaning products available on the 'settling table' for parents and staff to use. • Cleaning products to be stored in designated box and monitored by the adults to ensure safe use in the garden. • All parent visitors to wear a face covering when entering school site. 	
Staff and children at risk of COVID 19 entering school when new parents are settling in new children on site in the nursery classroom.	<ul style="list-style-type: none"> • Parents are not able to access the nursery classroom past the blue carpet. • Parents must remain on allocated table and chair space in the garden. • All children to wash their hands when entering the nursery classroom. • Staff to encourage children to socially distance from other parents accessing school site. • Staff to practice social distancing from parents accessing school site. • Staff are to model social distancing for children referencing 'aeroplane arms'. 	Tolerable
Lack of First Aid expertise, resources and management at PN	<ul style="list-style-type: none"> • See March Full PN School First Aid risk assessment re. COVID 	Tolerable
Parents and staff are not aware of systems and safety measures during settling in process.	<ul style="list-style-type: none"> • Letter sent out to parents prior to settling in date. • Signage provided to all parents/carers and visitors on entry to school site. • Staff to be informed and involved in the risk assessment process throughout. 	Tolerable
Congestion of parents and children for 3 and 4 year old provision in the main Nursery Classroom not social distancing when Collecting at PN.	<p>See March Full reopening of PN School COVID assessment</p> <ul style="list-style-type: none"> • Staff to organise children into 15/30 hour provision at group times to aid collection times and congestion. • List of children and collection times to be provided at the main door to assist in collection. 	Tolerable
COVID 19 entering PN brought by children and parent visitors.	<ul style="list-style-type: none"> • See Full reopening of PN visitor risk assessment • All children and staff wash their hands on entry to PN. • No parent will be able to enter the Nursery building. • All staff and children are encouraged to maintain social distancing where they can in PN. • Children have been taught good hand washing techniques and are reminded of this regularly throughout the day. 	Tolerable

	<ul style="list-style-type: none"> Any child or staff member feeling unwell will be isolated in a separate room and have access to 1 toilet. All other staff and children will not access this toilet and room. Steps will be taken to ensure this person leaves the premises as soon as practicable. Parents collecting an unwell child/ children will be encouraged to be cautious and wear protective mask, gloves etc. when collecting the children. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained - staff should follow the Public Health England Guidance for putting on and taking off PPE (found in Google drive/Purley Nursery/risk assessments/PPE) Parents and carers have been informed that if anyone in their child's home has symptoms that child must stay home and get a test. All staff and children in the bubble will be asked to remain at work until confirmation is received of a positive Covid-19 test. Once confirmed all staff and children who have been in contact with the child will be asked to get a test. Children displaying symptoms of COVID 19 will be transferred to the parents room whilst awaiting collection. 	
What should the member of staff do who helped a child with symptoms of COVID 19?	<ul style="list-style-type: none"> Staff who have helped someone who has been taken unwell with coronavirus (COVID-19) symptoms, do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. 	Tolerable
Staff unsure of when staff and pupils should have a COVID 19 test?	<ul style="list-style-type: none"> Everyone who has symptoms of COVID-19 should order a test. These can be ordered on the NHS site. Information will be provided to staff regarding the NHS Test and Trace service. 	Tolerable
Staff and pupils are unsure of what should do if they test positive?	<ul style="list-style-type: none"> Staff and pupils should continue to self-isolate at home and let the school know as soon as possible. The NHS Test and Trace service will send the individual a text or email or call them with instructions of how to share details of people with whom they have had close, recent contact and places they have visited. 	Tolerable
Staff unsure of how to manage external visitors to schools e.g.	<ul style="list-style-type: none"> Staff to see Full reopening of PN visitor risk assessment COVID 	Tolerable

maintenance contractors, IT support		
Government guidelines for safe provision in School change regularly	<ul style="list-style-type: none"> SLT will review and update risk assessment regularly in line with updates guidance for the Government re. COVID-19. 	Tolerable

People at risk	Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Member of Public	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Employees informed of risk assessment via all of the following means:	Risk Assessment Register folder		
Employees to report newly-identified hazards via:	Written notification to Head of School		
Date of next assessment:	19th April 2021		
Assessment frequency:	Annual		
Date:	24.09.2020 revised 25.02.2021	Signed:	Polly Jones