



## St Pauls Nursery School and Children Centre Risk Assessment for Schools Re-Opening after Covid-19 Closure

Date of change	Change detail
November 2020	Nursery school to use a one-way system on M,T,Th, Fri for drop off and pick up – Princes street to Little Bishop Street Wraparound to be collected from the POD
January 2021	Limit of children and staff numbers in bubbles Wearing of masks in shared areas and when collecting and dropping of children Change of staff room areas
February 2021	Change cleaning to a minimum of every 2 hours, but every hour where possible
February 2021	Change in staff room areas
March 2021	Updated links to government docs. Nursery school staff room change. Fully reopened on 8 <sup>th</sup> March Twice weekly lateral flow tests carried out by staff

Assessment: 2/3/21

## Risk Assessment for Schools Re-Opening after Covid-19 Closure

Assessed by: Safety Health & Wellbeing Team

Section: Schools

Review dates: as dictated by issuing of new Government guidance

To address the possibility of being infected with or transmitting Covid-19 during all of a school's activity. Current Government advice (as of 15.5.20) states: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on [social distancing, handwashing and other hygiene measures](#), and [cleaning](#) of surfaces. Government guidance is based on their findings that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus
- numbers of children going back – which needs to be limited initially then increased gradually as the science permits
- systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings
- ensuring good ventilation

All Headteachers must have completed a Manager's Checklist <http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en> and returned this to the Safety Health and Wellbeing Team, read and disseminated the guidance from BCC and used the dynamic risk assessment template for home visits.

All schools should have completed Bristol City Council CHaSMS. All changes and risk assessments should be Equality Impact Assessed and proper consideration should be given for protected characteristics.

All pupils and their parents/carers will need to be informed and reassured of the measures in place to control the possibility of infection with or transmission of Covid-19. The changes implemented should be Equality Impact Assessed and proper consideration given for protected characteristics.

**IMPORTANT: If you or someone in your home has a symptoms of Covid-19 (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), STAY AT HOME and CALL 119 or <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>**

### SECTION 1- Identifying Hazards and Existing Precautions

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (Risk Rating Matrix Table 1)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2)
School buildings	Buildings and systems e.g. heating & water systems not functioning safely after	Staff pupils, visitors	serious	All compliance checks are made and recorded via Parago and have been maintained during pandemic. As the building has been open during the pandemic, all checks	possible	medium

	<p>period of closure</p> <p>Health and safety checks to ensure building is compliant</p> <p>Unused rooms not being flushed, risk of legionella</p> <p>Bottleneck of parents and children coming through front entrance.</p> <p>Social distancing in the office space</p> <p>Fire evacuation plan out of date due to revised entrances and exits and insufficient signage to support an evacuation</p> <p>contamination in staff rooms</p>			<p>have been carried out as routine. PAT testing date to be set prior to reopening but is still compliant (due date Oct 20)</p> <p>Monkey bars have now been removed</p> <p>Flushing to be carried out in all rooms that have not been used during the pandemic to standards</p> <p>Review all entrances and exits for different rooms to avoid any bottlenecks</p> <ul style="list-style-type: none"> <li>• baby room by caretakers store</li> <li>• 2-3's via front entrance</li> <li>• Nursery bubble via double gate at top of garden. M,T,Th,Fr to be a one-way system from Princes Street to Little Bishop Street. Wed to remain the same due to food club. 5pm pick up via the POD gate</li> </ul> <p>Late arrivals (after 8.45) to NS will be collected from front entrance. NS staff to be available to collect</p> <p>Children to be handed over to practitioners at entrance/exit point – no entry to parents into the grounds or building. Children will be collected as they arrive</p> <p>Office space is not designed to accommodate 2 people and cannot be adapted due to the size of the furniture – only 2 people in admin office and 1 person in SBM office if required. 1 member of staff in library office. No-one to enter the office without the prior authorisation from the admin team member</p> <p><b>Fire evacuation plan remains in place. In the event of an emergency the priority is getting out of the building calmly regardless of social distancing</b></p> <p>Complete PEEP for any children/staff that would have difficulty evacuating (currently not required)</p> <p>All surfaces and appliances to be cleaned after use. Provide adequate cleaning materials for staff and PPE if required. Staff rooms are deep cleaned every evening by the contract cleaners. Staff to ensure minimal bags etc to brought to the centre and locked in the lockers provided</p>		
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	Deliveries to reception – contamination  Bottleneck of staff entering building			<p>All deliveries to be delivered to the side of the reception desk in the event of rain and left outside if weather is dry. The boxes to be either opened using disposable gloves or “quarantined”. Milk and bread to be cleaned with alcohol wipes before being distributed.</p> <p>Ensure adequate ventilation where possible</p> <p>All staff to enter the building via the front entrance and sign in at reception (signing in book). Floor markings from reception to car park to ensure social distancing is adhered to. Staff to use sanitiser on entering the building prior to signing in. Face masks to be worn in all shared/communal areas</p>		
Travel to and from schools	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Encourage staff/parents and children to walk, cycle or use their cars.</p> <p>Adequate car parking facilities available for staff with additional car parking available at Cabot Primary.</p> <p>If staff have a parking permit, then ensure that they use where possible to reduce the number of staff in the car park</p> <p>If required to use public transport, then staff must wear a face covering to protect others and to adhere to the social distancing instigated by the bus company</p>	possible	high
Staffing allocation	As 1 and 2 above	Staff, pupils, visitors	major	<p>Current DfE <a href="#">advice</a></p> <p>NS – fully reopened 8<sup>th</sup> March 2021</p> <p>EY1/2 – fully reopened from the 15<sup>th</sup> February 2021</p> <p>Minimising the number of staff on site to meet statutory ratios. Ensure that staff are aware of the “bubble” that they have been allocated to. Provide a staff room appropriate to the location of the “bubble” – see further actions</p> <p>Ensure that the following staff are also available on site</p> <ul style="list-style-type: none"> <li>• 1 member of admin team</li> </ul>	possible	high

				<ul style="list-style-type: none"> <li>• Paediatric first aider</li> <li>• DSL (or access to one by phone)</li> <li>• Caretaker</li> </ul> <p>All staff to undertake a personal risk assessment  <a href="http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/covid-19-risk-assessment-form.en">http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/covid-19-risk-assessment-form.en</a></p> <p>No persons should enter the site if they, or anyone in their household, have Covid-19 symptoms</p> <p>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a> (under Review February 2021)</p> <p>Avoid employees working face-to-face.  Use screens to create a physical barrier between people where appropriate i.e. protective screening for staff in receptions or similar areas</p>		
Poor hygiene	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing good practices and Government <a href="#">advice</a></p> <p><a href="#">Adults</a></p> <p>Children <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a></p> <p>Ensure that handtowels are replenished every morning to fill the dispenser fully along with supplies of PPE, D10 and disinfectant wipes.</p> <p>Door handles and toilets/toilet handles to be cleaned every 2 hours as a minimum and hourly where possible - and recorded. This needs to be completed by room staff as external cleaning contractor is not able to attend during the day. Staff to ensure the use of PPE when cleaning.</p> <p>Children will be supported in ensuring that they wash their hands thoroughly. PPE (gloves and apron) is worn by staff who need to support a child in toileting and when changing nappies</p> <p>Provide suitable and sufficient lined bins for hand towels with regular removal and disposal and tissues available close to</p>	possible	high

				hand around the buildings.		
Access to and egress from buildings	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /<a href="#">Government Guidance</a> on social distancing</p> <ul style="list-style-type: none"> <li>• baby room by caretakers store</li> <li>• 2-3's via front entrance</li> <li>• Nursery bubble via double gate at top of garden. M,T,Th,Fr to be a one-way system from Princes Street to Little Bishop Street. Wed to remain the same due to food club. 5pm pick up via the POD gate</li> </ul> <p>Late arrivals (after 8.45) to NS will be collected from front entrance. NS staff to be available to collect</p> <p>Children to be handed over to practitioners at entrance/exit point – no entry to parents into the grounds or building. Children will be collected as they arrive</p> <p><b>In reception areas:</b></p> <p><b>Wear Face Covering</b></p> <p>Wash/sanitise hands on arrival and departure</p> <p>Use screens to protect reception staff</p> <p>Payments to schools should be taken by contactless methods wherever possible</p>	possible	high
Corridors	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above.</p> <p>Limited access to building to external visitors – only contractors as required. No parents allowed within the building except if settling a child</p> <p>Posters to be displayed for staff to adhere to social distancing</p> <p>As the corridor is less than 2m in width, then staff to ensure that they give way to each other by moving into room or alcoves to maintain 2m distance.</p> <p>Corridor to be only used when using the toilet, using the photocopier or leaving the building</p> <p>First floor stairs to be only used by 2-3's staff as their staff room and to check if anyone is starting to proceed down the stairs</p>	possible	high

Playgrounds/ outside areas	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above External space to be fenced off to maintain the room bubbles. External equipment to be checked on a daily basis by staff and termly equipment checks to continue to be made External equipment to be cleaned off during at end of day Ensure that children/staff do not move between the bubble areas Waterplay can be carried out only if the water is shallow and disposed of after an hour. If the children are not using the water then the water should be disposed of. In the event of a child having a soiling accident, the water should be disposed of and the tray cleaned using hose pipe and D10	possible	high
Staff meetings	As 1 and 2 above	Staff	major	Staff meetings to take place outside where possible, if not to use the training room or classroom where social distancing can take place– pre booked space via admin	possible	high
Dining areas	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above Children to eat in designated areas within the room to maintain bubble. Catering staff to deliver trolley of food and crockery to the room door for staff to collect. After service, kitchen staff to collect from outside the room using disposable gloves Tables and table cloths to be cleaned prior to and after lunch/tea Ensure that children wash hands thoroughly prior to and after eating. Children who need to be supported with hand washing to wear PPE as required If children have used cups for snack time or during the day, they must be washed in hot detergent water or in a dishwasher on a hot wash If parents bring in milk for their baby, the container must be sanitised and the staff member to wash hands before and after use of the container. <b>Staff Room</b> Staff must clean surfaces and equipment used as they finish. Time needed for staff to use staff rooms may be longer  Staff to have own cutlery etc. in staff room or use of dishwasher to sterilise. Enhanced Cleaning procedure for kettles fridges etc.	possible	high
Classrooms/	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above Remove soft furnishings and replace with blankets and towels	possible	high

Resources				<p>which can be easily washed on at least at a daily basis  Remove excess furniture to allow easy movement around the room so that social distancing can be carried out by staff. Due to the age of the children social distancing is very difficult between children and staff, but the maintenance of the bubble is imperative  Surfaces to be cleaned on an hourly basis and documented  Resources/toys to be limited, used and cleaned on rotation. – See daily plan  Parents to be informed that only minimal toys and comforters to be brought into the centre to reduce transmission of Covi-10</p>		
External providers, visitors and contractors	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above  <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers</a>  Contract caterer to provide the food and contract cleaner to clean at the end of the day once the children have left the building  Contractors are called in only when necessary. Works to be completed where possible outside of core hours except in an emergency. If required to attend during core hours, contractors to be asked to wear a face covering.  Contract cleaners and caterers have provided documentation to support their control measures and is monitored by SBM  Staff and contractors are to maintain a safe distance between themselves and others (2 metres).  <ul style="list-style-type: none"> <li>• All contractors are to wash/sanitise their hands upon entering the site.</li> <li>• Strict hygiene rules to be implemented, all contractors are to be asked to do the following:  Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.  Repeat the hand washing/sanitising frequently.</li> <li>• Site inductions are to be carried out following social distancing principles (2m separation).</li> </ul> </p>	Possible	high
Deliveries	As 1 and 2 above	staff		<p>Existing Public Health England (PHE) /Government general guidance as above  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>  All deliveries to be delivered to the side of the reception desk in the event of rain and left outside if weather is dry. The boxes</p>	possible	high



				to be either opened using disposable gloves or “quarantined”. Milk and bread to be cleaned with alcohol wipes before being distributed. Weekly fruit to be delivered to the reception area Food deliveries to the kitchen to be made directly to the kitchen via the car park. No access through the building. Face coverings to be worn		
Cleaning	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> Contract cleaners to clean every room every evening. Room staff to clean key areas of the room every 2 hours as a minimum and hourly where possible and record – inc door handles, toilet handles and recorded Staff to regular wipe down surfaces using disposable cloths using D10 or alcohol wipes Bin liners should be used in all bins & emptied regularly	possible	high
Use of Changing facilities, showers and toilets	As 1 and 2 above	Staff, pupils, visitors	major	Guidance on <a href="#">cleaning</a> Shower not accessible due to high risk of contamination between user and not being able to effectively clean.  Process for staff to follow when entering and leaving staff toilets – see Appendix A. External door to be removed to enable viewing of people in the toilets. Only 1 hand wash basin available due to the proximity.	possible	high
Discovery of (or by) a person with Covid-19 symptoms	As 1 and 2 above	Staff, pupils, visitors	major	Guidance on <a href="#">isolation</a> of person with Covid Isolation of the person to either a space with ventilation (if an adult) or to a quiet corner 2m away from all other children until the child is collected. Staff to wear PPE if with a child PPE to be used to clean the areas where the infected person has been – see Appendix B Specified area for isolation is garden in front of the den which is covered and has plenty of ventilations Follow checklist – Appendix E	possible	high
Emergency evacuations	As 1 and 2 above	Staff, pupils, visitors	major	Schools’ specific evacuation plan Evacuation plan to be maintained. Barrier on path (evac route) can be moved and netting fence can be removed easily in the event of an emergency	possible	high
Altered teaching protocols/	Stress	Teaching staff, pupils	major	Existing DfE guidelines	possible	high

curriculum				BCC EAP Focus on transition, prime areas and emotional wellbeing		
Working with pupils who are experiencing stress or trauma	Secondary and vicarious trauma:	All staff	major	BCC EAP Family support workers/CAMhS Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387. Government guidance on extra support: <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>	possible	high
<b>NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.</b>						

## Section 2 - ACTION PLAN - additional precautions

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Buildings and systems e.g. heating will not be functioning safely after period of closure	Government guidance All systems should be checked: heating, water safety, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc. A deep clean has been carried out every day during the pandemic in the rooms that have been used. Rota to deep clean unused room ready for introduction of children	Site staff/ Headteacher	All control measures are in place as school has been open during pandemic	May 2020
Transmission of or infection with Covid-19 during travel to and from schools	Avoid use of public transport wherever possible. If needed inform staff to wear a face covering to protect others on the bus. Where unavoidable follow PHE guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> Additional car parking available at Cabot Primary. Use of parking permits to be encouraged to reduce the number of cars in the car park	All staff and visitors	Date school re-opens for any people	June 2020

	Staffing accessing public transport must wear a face mask on public transport and adhere to social distancing rules set by the public transport company			
Transmission of or infection with Covid-19 due to inappropriate staffing allocation	<p><b>Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:</b></p> <p><b>Staff rota to be completed in advance to ensure correct staffing ratios. Contingency to be put in place in the event of unexpected illness including the absence of the caretaker.</b></p> <p><b>Staff rotas to include site staff, admin, practitioners, DSL and paediatric first aider</b></p> <p>All staff (incl.PPA, Supply cover, peripatetic etc.) medical needs to be discussed with the Headteacher prior to them entering the school. Contingency planning to be reviewed in the light of possible absence of key staff e.g. caretaker/site manager</p> <p>Staff must have read the risk assessment and sign to say that they will adhere to the contents before being put on the rota.</p> <p>Staff cannot enter the building if they are not on the rota</p> <p>Fire evacuation plan has been reviewed in the light of reduced staff and deputy roles – evacuation plan remains that you need to escape in a calm organised manner</p> <p>Positive handling strategies/policies (behaviour strategies/policies) have been reviewed with no change</p> <p>It is accepted that social distancing cannot be maintained with the age group of the children as there is very intimate contact when changing nappies aswell as sleep time and delivery of first aid. All practitioners to wear PPE as appropriate for the circumstances but gloves as a minimum. Wash hands and ensure the affected area is cleaned upon completion with D10 or alcohol wipes</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. No-one allowed into the admin office. Staff to knock on admin office window and put forward request.</p> <p>There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a room.</p> <p>Lone working is only permitted for the caretaker and with the knowledge of the Headteacher.</p> <p>Staff to be provided with a “staff room” area within their bubble areas.  EY1 – garden meeting room  EY2 – upstairs staff room – maximum 9  Nursery bubble – Training Room – maximum 10  Admin team/SLT – community room – maximum 5</p> <p>All equipment to be cleaned after use. All cups crockery etc to be put in the dishwasher and put on a hot wash or bring their own which they can take home to wash.</p>	Headteacher	Date school re-opens for any people	June 202

	<p>Staff to avoid non-essential trips within the buildings</p> <p>Employees in office not to work face-to-face. All offices will have different max number of staff that can be in at any one time</p> <p>Admin office – 2  Library - 1  SBM office – 1  SLT office – 2  T/school office – 2  Workroom- 3  Family support office – 4  Family Support Lead office – 2  Protective screening for staff in receptions</p> <p>Ensure that all breaks are staggered to ensure that minimal staff are in the “staff room” areas</p> <p>Usual sickness procedure to be followed for non-covid sickness. SLT to ensure that appropriate cover is available in bubbles</p> <p>Named person (with a deputy) to ensure that first aid boxes are stocked and that emergency packs are intact  Lateral flow tests to be carried out by all staff and results reported to admin who will maintain records</p> <p>Early Years &amp; Primary schools: Staff to wear face coverings in communal areas such as staff rooms and may in classrooms if social distancing not possible between adults (not between adults and children)</p> <p>Face visors or shields should not be worn as an alternative to face coverings unless you have a specific risk assessment to cover the specific situation and should always be cleaned appropriately.</p>			
<p>Transmission of or infection with Covid-19 due to poor hygiene</p>	<p>Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition a cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. This will be completed during the day by room staff using disposable cloths and D10 and alcohol wipes. Handwashing to be actively encouraged regularly during the day but also before and after eating, after going to the toilet.</p> <p><b>Good <a href="#">hygiene</a></b></p> <p>Keep 2m away from others at all times for staff. Social distancing between children of 0-4 is very difficult but hand washing is actively encouraged and use of the outside space</p> <p>For short periods where 2m distance is not possible, e.g. giving first aid: fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>Washing/sanitising hands hourly Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available or when entering the building or room.</p> <p>Avoid touching hands to face but if necessary clean before and afterwards</p>	<p>All staff and visitors</p>		<p>June 2020</p>

	<p>Cover your cough or sneeze with a tissue then throw it in the bin – then wash your hands with soap and water. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. staff to supervise.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sufficient supply of soap, hand sanitiser, paper towels and wipes will be available and topped up at the beginning of the day and ensure that stocks in cupboards are also topped up so that caretakers do not enter the bubble.</p> <p>Induction will be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms.</p> <p>Staff meetings will only be held outdoors or in a large room where social distancing can be adhered to 1:1 meetings with staff and parents will be held either in the community room/community room courtyard or training room outside of lunch break times</p>		w/b 1 <sup>st</sup> June 20	
Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings	<p>Review of all entrances and exits for different rooms to avoid any bottlenecks</p> <ul style="list-style-type: none"> <li>• Baby room via caretakers store</li> <li>• 2-3's via front entrance</li> <li>• Nursery bubble via double gate at top of garden. 5.30pm collection via POD</li> </ul> <p><b>In reception areas – parents and staff to wear masks when collecting and dropping off children</b></p> <p>Staff to Wash/sanitise hands on arrival and departure</p> <p>Power assisted doors to be used and push button to be regularly cleaned with alcohol wipes and documented</p> <p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible.</p> <p>Parents for the EY2 bubble will be held externally and admin to phone through to the room for a member of staff to collect.</p> <p>Staggered arrival times may need to be considered if too many parents arrive at the same time, along with 2m distance lines on the path to the external gate</p> <p>All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19</p> <p>Payments to school to be made via Family pay, online with reference 1010/childs name, card payments over the phone or tax free childcare scheme – currently no option to take cash or card.</p> <p>Use screens to protect reception staff</p> <p>Children to be dropped off and collected and entrance/exit points. No parents allowed on site</p>	All staff and visitors	Date school re-opens for any people	
Transmission of or infection with Covid-19 due to corridor congestion	<p>Use social distancing guidelines of 2m minimum distance between people.</p> <p>Use of visual reminders of the 2m distance e.g. on floors and walls</p> <p>Staff to ensure that they give way to other members of staff when on corridor as corridor 1.8m wide.</p> <p>No unnecessary use of the corridor</p>	All staff	Date school re-opens for any people	

<p>Transmission of or infection with Covid-19 due to poor arrangements in dining Hall/ canteen congestion</p>	<p>Food and drink should only be consumed in dedicated facilities.</p> <p>Break times will be staggered to reduce the number of staff accessing the staff room areas.</p> <p>All staff room areas will have soap, hot water and hand sanitiser. Hands should be washed by all staff prior to and after eating. Hand sanitiser is available at the entrance of each room or area where people eat and should be used by all people when entering and leaving the area.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact. The seating has been reconfigured to accommodate safe spacing.</p> <p>Catering that is provided is duty meals which will need to be eaten in the room that the member of staff is allocated to</p> <p>Drinking water is available from each designated staff room and enhanced cleaning measures of the tap mechanism introduced. Water cooler in corridor not to be used</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> <p><b>Bubble Staff Room</b> Staff must clean surfaces and equipment used as they finish.</p> <p>Time needed for staff to use staff rooms may be longer to ensure that cleaning is completed</p> <p>Staff to have own cutlery etc. in staff room where possible Ensure that all cutlery, crockery to be put in dishwasher where available. Staff encouraged to bring own packed lunch</p> <p>Staff to ensure if water cooler is used in the staff room that the nozzle is cleaned as part of the cleaning process</p>	<p>All staff</p>	<p>Date school re-opens for any people</p>	
<p>Transmission of or infection with virus in playgrounds/ outside areas</p>	<p>With the age of the children in the centre, social distancing is very difficult to maintain. Children will be held in a "bubble" and will be with the same staff. Social distancing will be observed with staff. Garden is fenced off to create "bubble" play areas to ensure that children across the centre are not able to mix</p> <p>Staff to adhere to social distancing where possible</p> <p>Play equipment to be hosed down at the beginning of the day.</p>	<p>All staff</p>	<p>Date school re-opens for any people</p>	

	<p>Practitioners to clean outside toys daily including metal parts of equipment</p> <p>If a child goes through the fence and breaks the “bubble”</p> <ul style="list-style-type: none"> <li>• No adults to go across the fencing</li> <li>• Return child to correct bubble</li> <li>• Child to be taken inside and given clear instructions about staying in the bubble</li> <li>• Adults who have helped child to return to wash hands for 20 seconds</li> <li>• All possible objects touched by the child breaking the bubble to be cleaned immediately and recorded</li> </ul>			
Transmission of or infection with Covid-19 due to congestion in assemblies	<p>If it can be guaranteed that all people are observing 2m social distance smaller group assemblies can take place but consider streaming as an alternative.</p> <p><b>Not applicable</b></p>	All staff	Date school re-opens for any people	
Transmission of or infection with Covid-19 due to classroom congestion	<p>Staff are to maintain a safe distance between each other (2 metres). Children must be encouraged to do the same, but due to the age group this cannot be guaranteed and the “bubble” model is being adopted to minimise the risk of infection across the centre.</p> <p>The number of staff is limited to the legal ratios that have to be maintained Nursery School and EY1/2 – fully reopen</p> <p>All persons are to wash their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry.</li> <li>• Use alcohol-based hand sanitiser.</li> <li>• Wash hands every hour.</li> <li>• Wash hands if face is touched (but avoid wherever possible and if needed wash hands first)</li> <li>• All hand contact surfaces to be cleaned throughout the day.</li> </ul> <p>Only use cleaning products supplied by the school – D10 and alcohol wipes.</p> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p> <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> <li>• staff should only complete activities which relate directly to their job descriptions <b>which cannot be</b> completed at home.</li> <li>• Teachers may only complete tasks relating to the Teachers Standards <b>which cannot be</b> completed at home.</li> <li>• No physical contact.</li> <li>• No close contact activities (2 metre distance).</li> </ul> <p>Activities and resources</p> <ul style="list-style-type: none"> <li>• All resources to be cleaned after use (including computers) using alcohol wipes</li> </ul>	All staff	Date school re-opens for any people	
		All staff	Date	

<p>Transmission of or infection with Covid-19 by external providers, visitors and contractors</p>	<ul style="list-style-type: none"> <li>• Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</li> <li>• Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>• All contractors are to wash/sanitise their hands upon entering the site.</li> <li>• Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour.</li> <li>• Site inductions are to be carried out following social distancing principles (2m separation).</li> </ul> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>		<p>school re-opens for any people</p>	
<p>Transmission of or infection with Covid-19 during deliveries</p>	<p>Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for Drivers should wash or clean their hands before unloading goods and materials.</p> <p>Drivers should leave packages external to the building if the weather is dry or to the side of the reception desk if wet. Admin team should not approach delivery driver</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>Waste bags are cleared every evening by contract cleaners. Recycling to be cleared every morning to ensure that the caretaker does not enter the bubble when children/staff are present. If there is a build up of recycling, staff will need to put outside the room door for collection</p>	<p>All staff</p>	<p>Date school re-opens for any people</p>	
<p>Transmission of or infection with Covid-19 due to inadequate cleaning</p>	<p>Continue to follow Government guidance.</p> <p>Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment throughout the day and also documented,</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels. To be checked every morning to ensure that they are full, if nearly empty to be changed</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. If hand towel bins are full during the day, staff to tie up the rubbish bag and put outside the door for collection. Bin liners to be made available to rooms</p> <p>Extra supplies of soap, hand sanitiser and paper towels are available from the site staff.</p>	<p>All staff</p>	<p>Date school re-opens for any people</p>	



	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, lift button panels, window handles, taps, sinks, shared keyboards &amp; mice, etc.</li> <li>• Classrooms to be cleaned in lunchbreaks</li> <li>• Hand towels and hand wash are to be checked by room staff and replenished if required</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc which will be carried out by room staff</li> <li>• Only cleaning products supplied by the school are to be used.</li> <li>• Bin liners will be used in all bins. Spare bin liners to be provided. If bin becomes full, close up bin liner, replace with new bin liner and put full bin liner outside the room for collection by site or cleaning staff</li> <li>• Staff clothes and bags to be stored in designated “staff room” area. Phones to be locked in lockers and not accessed during the day due to the location of the staff rooms</li> </ul>			
<p>Transmission of or infection with Covid-19 during use of changing facilities/showers/toilets</p>	<p>Enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Shower not to be used due to the difficulty of maintaining stringent hygiene standards</p> <p>There are 4 staff toilets in a block with screens between each – only 2 to be used. Cleaning measures in place when toilets are used (see Appendix A) Only 1 washbasin available due to proximity and lack of social distancing</p> <p>Suitable and sufficient rubbish bins provided in these areas with regular removal and disposal.</p> <p>Alcohol wipes to be provided for cleaning regime</p> <p>Bin liners should be used in all bins</p>	<p>All staff</p>	<p>Date school re-opens for any people</p>	
<p>Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms</p>	<p>Government <a href="#">Guidance</a></p> <p>If a person displays symptoms - A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> <li>• Notify the Headteacher/member of SLT immediately.</li> <li>• Avoid touching anything.</li> <li>• Go home immediately (Children accompanied by their parent, etc).</li> </ul>	<p>All staff</p>	<p>Date school re-opens for any people</p>	

	<ul style="list-style-type: none"> <li>• All other persons are to maintain a 2m distance from affected individual.</li> <li>• If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• If the person is a child PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask, apron and gloves should be worn by the supervising adult as a distance of 2 metres cannot be maintained.</li> <li>• Once child has left site, the supporting adult should dispose of PPE in clinical waste bag provided and then wash hands for 20 seconds and also face as appropriate</li> <li>• Ensure that all areas where the child has been to be cleaned down, ensuring clean PPE is used.</li> <li>• If the person is an adult/child tests positive, the whole bubble will need to self –isolate for 14 days</li> <li>• If a positive test is reported the areas occupied and equipment used by the affected person are to be isolated thoroughly cleaned using Sani-tiser. Appropriate PPE to be used when applying to the room and surfaces. The infected “bubble” will close for self-isolation for 14 days and parents and staff asked to let the nursery know if anyone has symptoms. Glen cleaning to be employed to clean all infected classrooms and workspaces</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• A note of all persons who the affected person has been in contact with is to be made by text, and these are to be monitored for symptoms throughout the following two weeks while self isolating</li> <li>• Designated holding area is the Den garden</li> </ul>			
Transmission of or infection with Covid-19 during emergency evacuations	Due to the age of the children, social distancing is not possible. But social distancing can be achieved between staff. In the event of an emergency evacuation, the normal evacuation plan will be adhered to and ensure that all are evacuated safely in a timely fashion	All staff and visitors	Date school re-opens for any people	
Stress	<p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children’s attainment begins. It should be noted that many routine activities will take more time to complete.</p> <p>Nursery school staff will closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered and referred where appropriate.</p>	All staff	Date school re-opens for any people	

	<p>Nursery schools will closely monitor the wellbeing of their staff, including leadership, particularly regarding anxiety, bereavement or stress and giving proper supports.</p> <p>Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.</p> <p>Other support available</p> <ul style="list-style-type: none"> <li>• Leadership led mindfulness</li> <li>• Education Support wellbeing support</li> <li>• Education Broker wellbeing support</li> <li>• You tube mindfulness</li> <li>• Regular updates from Headteacher</li> <li>• Regular supervision</li> </ul>			
Secondary and Vicarious Trauma	<p>Make relevant managers/staff aware of risks. Conduct training. Emphasise BCC EAP.</p>	All staff	Date school re-opens for any people	

**RISK RATING MATRIX**  
 (Notes To Aid Completion Of The Risk Assessment Format)  
 Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long-term disability/absence from work.	<b>High Likelihood</b>	Occurs repeatedly / event only to be expected
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absence from work (over three days)	<b>Possible</b>	Moderate chance/could occur sometimes
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work	<b>Improbable</b>	So unlikely that probability is close to zero

**Table 2**

<b>Risk Rating - Degree of Injury by Likelihood/Probability</b>			
	<b>High Likelihood</b>	<b>Possible</b>	<b>Improbable</b>
<b>Fatal/Major Injury</b>	<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>
<b>Serious Injury</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
<b>Minor Injury</b>	<b>Medium Risk</b>	<b>Low Risk</b>	<b>No Significant Risk</b>

## Appendix A

### **Cleaning procedure for the toilets**

1. Sanitise your hands with alcohol gel before entering the toilet area.
2. Check to see if toilet is free
3. After you have finished in the toilet, clean the toilet seat and then flush the toilet with lid down. Using alcohol wipe to clean the toilet handle and open the door and put the wipe in the bin by the exit door – **DO NOT PUT THE WIPE IN THE TOILET**
4. Wash your hands with soap and water for 20 seconds and ensure your hands are dried
5. Use a wipe to clean the sink and taps
6. Leave the toilet area maintaining social distancing

If you are entering the toilets to get stationary etc from the cupboards

1. Sanitise your hands with alcohol gel before entering the toilet area
2. Check that you there isn't anyone in the toilets – as it will be difficult to social distance if someone comes out of cubicle
3. Get what you require from the cupboard
4. Wash your hands with soap and water for 20 seconds and ensure your hands are dried
5. Use a wipe to clean the sink and taps
6. Leave the toilet area.

## Appendix B

### COVID-19 – Protocol for Staff or Child with Symptoms

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

- if you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for at least **7 days** from when your symptoms started.
- after 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you only have a cough after 7 days, as these symptoms can last for several weeks after the infection has gone.
- if you live with others and you are the first in the household to have [symptoms](#) of coronavirus (COVID-19), then you must stay at home for at least 7 days, but all other household members who remain well must stay at home and not leave the house for **10 days**.

As soon as a child is identified with Covid symptoms, the member of staff supporting the child should use the PPE provided in the emergency pack in the room.

For Nursery school – the route to the Den garden is via the corridor and into the Den and then into the garden. Nursery School (using allocated mobile phone in their staff room, will phone EY2 to ensure that the Den is empty before taking the child down. EY2 to then phone SLT on duty.

For POD, the child is taken onto the decking and the POD then phones the SLT on duty

If a child is awaiting collection, they should be moved to the designated area which is the Den outside garden. If this area is required for isolation then the Den is to be cleared of children and staff to enable passage through the room. Appropriate adult supervision if required. PPE should be worn by staff caring for the child while they await collection as a 2 metre distance cannot be maintained (such as for a very young child or a child with complex needs) – apron, gloves, mask and eye protection (if child sneezing and coughing).

If they need to go to the bathroom while waiting to be collected, they will be escorted through the Den and to the disabled toilet. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Do not use sign to be put on the door to prevent anyone using before the toilet is cleaned

In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Staff must book a test either independently or via the nursery school (using the above link) Parents of children will be advised and are encouraged to get their child tested by phoning 111.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 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.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Follow the covid outbreak checklist

## Appendix C

### Adapted 'Settling in' Policy for Baby Room September 2020

#### **Rationale:**

The 'settling in' process for children at St Pauls Nursery is personalised as much as possible, the child's well-being is at the heart of all decisions made, these decisions are mutually agreed by both family and setting. The purpose of this policy is to:

- Support a shared vision and clear expectations of the settling in process.
- Begin to establish an open, trusting and supportive relationship between family and setting.
- Support the emotional wellbeing of both family and child during the settling period.

#### **Expectations:**

Typically 'settling in' sessions start two weeks prior to your child starting.

The Baby Room lead will be in contact to introduce themselves to you and arrange these sessions.

This will also give you a contact within the setting if you have any further queries or questions.

#### **What you can do at home to prepare:**

- Talk about nursery together and look at some of the videos and pictures on the website, YouTube channel and Facebook page
- Get personal items ready for the first day - special bag, family photograph, comforter, clothes
- Your family photograph will be displayed in the baby room, so that your little one can look at you when you are not there. This also helps them to develop a sense of belonging and interact with us about home life.
- Take a walk past the setting and talk about what you can see or hear.

#### **During the settling-in period we will want to find out about:**

- Your child's likes and dislikes, the way they express themselves
- Your child's family and special people
- Their usual routine
- Whether they have attended childcare before, are attending any other childcare settings, or are used to being left with other people
- Things that fascinate them, their favourite activities, toys or books
- Whether the child has any additional needs, disabilities or developmental concerns that need to be taken into account
- Who, apart from the parents, may be picking the child up from the setting

#### **What settling will look like?**

You will be welcomed into the baby room bubble for the first two weeks to help settle in your little one gently. We ask you to attend every day with your child, coming in for a few hours every day. These will be arranged over the phone with the room leader.

#### **Welcoming in to the baby room bubble.**

The first visit lasts an hour and a half and we will talk about you and your child's routines, needs, likes and dislikes etc. This helps us to build up a picture of how we can work together to make settling in smooth. You can find out about the general routine of the nursery, how we use outside spaces, meals, and provision. Please ask about anything that is on your mind.

During this time, you can get a feel for the room and meet the team. You and your child can begin to familiarise yourselves with the environment and the people who will become important to you both.



The second visit is an hour long and during this time you will spend up to 10 minutes out of the room. This enables your child's key person to begin to build a relationship with your child. We ask you to always say goodbye when you leave them, so that they can begin to develop a sense of trust. It is common for children to get upset at this time and this is okay. Their key person will comfort them, reassure them that you are coming back and acknowledge their feelings.

We will ask you to remain on the premises for the first week and there is a room nearby where you can make yourself comfortable. You will gradually leave your child for longer periods of time each visit.

These visits will be arranged at different times of the day, to introduce outdoor times, snack times sleep times and meal times. We try to accommodate these timings to suit you as much as possible, however please understand that we also need to ensure that the needs of the other babies are met.

You may leave the nursery on the second week, when your child's visits are longer.

On the last visit, your key person will meet you at the gate and support you both to say goodbye there.

At the end of the visit, the key person will bring your child out with their belongings to reunite you and to tell you how their day has been.

### **Some notes about settling**

- From about 9 months, babies begin to develop an understanding that they are separate from you and are more likely to be upset when parting from you. Do not worry, this is a normal part of their development and this is why building a trusting relationship is so important.
- If your baby is used to being left with friends and family members, this may help them to settle in more easily.
- It is important for us to know if they are attending another setting or child-minder so that we can communicate with them about their development.
- Big changes in children's lives such as moving house, time in hospital, longer holidays might affect how settled they are feeling.
- By tuning in to your baby, we learn how they like to be responded to (comforted, played with, go to sleep, wake up and who they would like to change their nappy). Some children relish rough and tumble play, whereas others prefer more gentle interactions.
- Health: When your baby is under the weather they are understandably less settled, and we offer them comfort and cuddles and opportunity to rest more.

We strive for a respectful, open and supportive partnership with our families, and ask parents/carers to always share any worries or concerns they may have about their child or our provision with the key person or member of the senior leadership team.

## Settling instructions EY2

### Considered Risks for Settling in 2 week process

Considered Risk	Steps put in place
Room	<ul style="list-style-type: none"> <li>- Time slots in first week for one parent, one child</li> <li>- Using the separate den room as settling space to limit risk to other children.</li> <li>- Current children are not allowed to go into the den space.</li> <li>- Room to be wiped down after each visit, following current risk assessment.</li> <li>- Focus on encouraging use of outside space to limit risks.</li> </ul>
Practitioners	<ul style="list-style-type: none"> <li>- Two practitioners are allocated to support settling and will be the only two allowed into the den space over the two weeks.</li> <li>- Practitioners will social distance from each other and the parent.</li> <li>- Practitioners to follow current risk assessment.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>- One consistent parent allowed in room with their child at any time unless with baby, to support settle.</li> <li>- Parent to wear a mask (if possible) and to social distance from practitioners.</li> <li>- (Week 1) Parent to stay on wipe clean sofa for ease of cleaning.</li> <li>- (Week 2) Parents to wait on designated seats, social distanced, four parents maximum.</li> <li>- Parents to have toilet risk assessment explained to them.</li> </ul>

## Appendix D

### AMENDED INDUCTION POLICY FOR VISITING NURSERY TO SUPPORT TRANSITIONS DURING COVID-19

#### Rationale

We believe that in order for children to be resilient and have a good sense of well-being that we need to provide smooth transitions from home into the centre. Developing strong links between home and the centre are crucial in ensuring that we empower the parents/ carers as the primary educator and ensure that we plan meaningful learning experiences for every child.

The visit is an equitable experience where the power and ownership is shared.

It is a time to listen and has the child at the heart of it, ensuring their voice is heard. It is a unique opportunity for the key person to learn about and value the family culture and personal histories. It is a space for relationships and secure attachments to be formed and assumptions to be reduced. During Covid-19 we are adapting to different ways of being at St. Paul's Nursery School and Children's Centre.

Some of our 'Induction Practices' have had to change in response to Covid-19 and subsequent Government Guidance.

#### Getting to know you visits in the Nursery

- Home Visits are an essential part of our induction procedures that support children's emotional well-being, relationships, and personal and social development, helping build equitable relationships between parents, families and practitioners
- Currently, Home Visits are not happening in families homes to ensure safety of our community during the Covid Pandemic but parents/carers are invited to come into the Centre for 'Getting to know you' visits
- The child's keyperson will phone families and arrange these visits, which will take place in "dedicated spaces" in the child's Nursery Class or in the outside space as much as possible
- Parents/carers will be invited to come to the main entrance of the Nursery for their first 'Getting to Know You' session so they can meet the admin team, read the documentation and displays and have a full sense of the Nursery and Children's Centre
- Between now and the end of September 2020, each family will be offered THREE one hour sessions in a week for 'Getting to Know You' visits and "settling" opportunities for their children
- 'Getting to know you' visits are an essential opportunity for the family and keyperson to spend time together, get to know each other, complete essential information, share the routines, environment and experiences we plan for children at Nursery
- We will ask that the same parent/carer attend each three sessions
- We ask parents to bring in a family photo and something important and meaningful to their child to help build that connection and sense of belonging to the Nursery and new keyperson
- We will share 'family team' photographs and introductions with families, to help them get to know each classroom team
- As part of the getting to know parents and support families, we talk about experiences around Covid-19, the Lockdown, and the impact this might have had on children and families

- We continue to commit to high standards of safety for our community during the Covid Pandemic and request families to wear face masks as they come into the Centre and in the corridors ( but not in the classrooms unless they want to ) and ensure they wash hands on entry to the Centre and classroom

### **‘Staggered-entry’**

- Once ‘Getting to Know You’ visits and settling-in sessions have been completed children will be invited to come to Nursery
- We ask parents and families to help children prepare for Nursery ( watching our Videos on the Website ; walking passed the setting and talking about what you see and hear ; get personal items ready for the first day – special bag, family photo, clothes )
- To support children’s emotional well-being and confidence, children will be offered ‘staggered’ sessions in Nursery, increasing the amount of time they spend at the Nursery as they become more and more confident
- Typically, we will offer children 1 hour sessions on the first day, 2 hours on the second day and increase the amount of time each day if the child is confident to do so
- Currently, due to the essential health and safety procedures we have in place parents/carers will not be able to be in the Nursery classrooms during their ‘staggered entry’ sessions
- Parents will say goodbye to their children at the gate and we will ask parents to stay close by and within walking distance so that they can return to Nursery quickly if their child becomes distressed or upset
- We will ask parents to let the child know what is happening, i.e. “Today, I’m saying goodbye to you at the gate, and you will spend time playing with... your keyperson. I will be back in 1 hour to pick you up.”
- As each child is so different and will settle and become confident in their own way, the child’s keyperson will monitor the child’s “settling-in journey” and have ongoing conversations with the parent/carer to ensure we are giving each child the most opportunity to feel safe and secure as they settle-in to Nursery
- Staggered entry sessions will begin by the end of September and we aim to have all children settled by the end of Term 1

### **Children attending over Summer or Returning to Nursery**

- Children attending over Summer or those children Returning to Nursery will experience a different settling-in process
- Although children attending over Summer or those children returning have already settled into Nursery and had opportunities to grow in confidence in their new environment and routines, we still aim to complete a “Getting to know you Visit”
- ‘Getting to Know You’ visits will take one hour and will offer opportunities to reconnect with the Nursery, meet or reconnect with the keyperson, update essential information,
- Some children returning to Nursery may not have been here since the March Lockdown and it may be beneficial for them to have some ‘staggered’ entry or reduced hours before feeling confident again
- The child’s keyperson will have a conversation with the parent and make a plan for each child that best suits that child’s return to Nursery ( this is very much a shared conversation )

# How to help your child prepare for Nursery

- Watch videos on the St. Paul's Website or Youtube channel
- Get personal items ready to bring to Nursery, such as family photograph, important object, special bag, clothes
- Take a walk passed the Nursery and talk about what you can see and hear
- Look at photographs of practitioners we have sent you

Appendix E

CONFIRMED COVID CASE ACTION PLAN – St Pauls Nursery School and Children Centre, BS2 9JF

**Contact Lucy/Eva/Jet if confirmed case by text so that caretakers can be informed not to enter the rooms when they open up**

**NB – person who has confirmed case of Covid is infectious 48 hours prior to symptoms presenting.**

	Comments/information
1. Assess which bubble is impacted by the confirmed case and contact Lucy	
2. Ensure that you have full information about the following prior to phoning the DfE <ul style="list-style-type: none"> <li>• Who has tested positive – staff or child</li> <li>• Which bubble – NS/EY1/EY2/FS</li> <li>• When was the last day they were in the building</li> <li>• What areas were they could potentially have been in</li> <li>• Start date of symptoms</li> <li>• Covid test result date</li> <li>• Number of children in the bubble</li> <li>• Number of staff in the bubble</li> </ul>	
3. Phone DfE hotline 0800 046 8687 Option 1 and report Covid case with above information above. URN 108901/Unique organisation number 26099077 They will send 2 letters to be sent out to parents <ul style="list-style-type: none"> <li>• Close contact letter – to go out to all parents in the bubble</li> <li>• General letter – to go out to all parents in the centre</li> </ul>	
4. Ensure that a member of admin team are on reception and let them know what needs to be told to parents who phone (be aware that parents will spread the message faster than we will be able to)	
5. Ensure that SLT are available to stand on gate/doors to let parents know of self-isolation. SLT to check with parents if child was in the centre when the confirmed case would have been infectious as it may be that they don't need to self-isolate but to let them know that further cases but further cases might be reported later in the week and to self isolate until full details are known <i>e.g. covid case confirmed, person in on Tuesday – symptoms on Wednesday, infectious on Monday/Tuesday</i>	
6. Staff to be sent home from the bubble and told to self-isolate as they share a staff room, locker area etc	
7. Send out letters from DfE to parents via Parent Hub – adapt information in letter as necessary. Admin. Reopening date needs to be reviewed before sending out the letter, but should be 10 days from date of closure and not 10 days from the date the infected member or staff/child was in	

8. Inform BCC of covid case – Excel spreadsheet for Education settings <a href="#">Excel Spreadsheet for Education Settings - FINAL VERSION.xlsx</a> <a href="mailto:Education.covid19reporting@bristol.gov.uk">Education.covid19reporting@bristol.gov.uk</a> Let them know if it was a member of staff or child Ensure that the spreadsheet that BCC send over is completed for all children self-isolating by admin This may not apply to all children as they may not have been in during the infectious period e.g. Nursery School Option A/B	
9. Update BCC closure spreadsheet (appendix A)	
10. Phone staff that are not in at the beginning of the day e.g. SMSA's , wraparound, afternoon shift etc	
11. Lucy to send out letter to staff and parents with updated information	
12. Contact Carole at Glen Cleaning to arrange for a deep clean in all the areas that the bubble has been in	07970 370696
13. Inform kitchen as reduced numbers for meals	
14. Contact all affected staff to find out if they have been in close contact with any other bubble within the centre – this may be outside of the workplace (requested by PHE). Also to ensure that affected staff have contacted their close contacts to self-isolate	
15. Contact any outside contractors e.g. IT if applicable	

**Public Health England will contact the centre if there if there is more than 1 confirmed case in the bubble**

## Change status of your school on bristol.gov.uk

To change your school status on the [bristol.gov.uk school closures page](#):

1. Go to the [school closure spreadsheet](#)
2. Log into the SchoolStatusBCC account  
(Anyone can view this spreadsheet, to make changes to it you need to log into the SchoolStatusBCC account)
3. Change the status of your school

### To log in

#### If you're not signed into a google account:

- Find "Sign In" at the top right of the page
- Sign into the account with these details:
  - Email address = [SchoolStatusBCC@gmail.com](mailto:SchoolStatusBCC@gmail.com)
  - Password = sNowMan&42

#### If you're already signed into another google account:

If you're logged into another account or have been previously, it will default to that account even if you then log in with the SchoolStatusBCC account. If that happens, open the [school closure spreadsheet](#) in an incognito / private window and follow the instructions above to log in.

[NatWest has guidance about how to open an incognito / private window.](#)

### Change your school status

#### Mark your school as CLOSED:

Put a 1 in column B, this will change the status to CLOSED (in column C).

Add any comments in column D.

If you're specifying days in column D, make sure you also use the date. For example, "The school will reopen on Monday 17 February 2020". Don't just say "The school will reopen on Monday".

#### To mark your school as OPEN:

Delete the 1 in column B to mark your school as OPEN.

Remember to also delete the comments in column D.