

## COVID-19 Site Operating Procedure & Risk Assessment

This Site Operating Procedures is intended to assist in implementing precautionary measures to reduce the spread of COVID-19 disease. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key persons and all staff.

We will carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to control the risks for children and staff. As an employer we have a duty to consult employees on health and safety, and the

employees are best placed to understand the risks at our setting, Mereworth Pre-School.

The new design of our setting affords us the opportunity to operate within relatively small groups and to implement good hygiene practices for non-domestic premises and greatly assist our ability to create physical distance between children and staff **as we have reduced the number of children attending.**

Changes implemented from 8-06-20 to 22-07-20 in purple.

Changes implemented from 30-08-20 & 17-09-20

Changes implemented on 18-10-20

Changes implemented on 29-03-21

Hand out to all staff from Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak.

3.3 System of controls: protective measures

This form should be updated as the situation evolves.

FOCUS	SPECIFIC AREA	ACTIONS	TARGET & RESPONSIBILITY
Staff	Attendance	<p>Staff only attend the pre-school if:</p> <ul style="list-style-type: none"> <li>- they are symptom free.</li> <li>- have completed the required isolation period.</li> <li>- a negative test result is confirmed.</li> </ul> <p>Limit the number of staff in the nursery at any one time to those required to care and support each child in their groups educationally whilst supporting their well-being, for the expected occupancy levels on any given day and the procedures in place to keep children and staff in their groups.</p> <p>01-06-20 &amp; 02-06-20 &amp; 1-08-20 &amp; 2-08-20 Training and Staff Meeting,</p>	<ul style="list-style-type: none"> <li>- All Staff Members notify the Managers if they have symptoms.</li> <li>- Staff will not return unless they have completed the required isolation period or a have a negative test result confirmed.</li> </ul> <p>All staff updated by Manager on the ever-changing current situation on the following: WhatsApp, emails with links and phone calls.</p> <p>Discuss practice e.g. How to put on and remove PPE. Groups, risk assessments and changes to procedure and policy, start to set up groups and cleaning. All attended the meeting. Will share with AB when returns.</p>
Available spaces	Children	Guidance stated measurements for inside only.	<p>Manager measured the halls and the maximum number following the guidance.</p> <p>9 children in the big hall 7 children in the small hall</p> <p>Passed this onto the committee and admissions officer. <b>This is now changed allowing more children to attend</b></p>
Staff	Checked Availability	<ul style="list-style-type: none"> <li>- Manager checked staff availability.</li> </ul>	<ul style="list-style-type: none"> <li>- Spoke to team individually - Manager.</li> </ul>

Staff	Lateral Flow Tests	All staff are to conduct Lateral Flow tests at home twice a week in accordance with the Government guidelines and record this data on <a href="http://www.gov.uk">www.gov.uk</a> website	All staff
Staff	Are key staff available for designated roles and responsibilities such as: -	- Paediatric First Aiders	JT, CB, VB, SA, AB Paediatric First Aiders certificate in date.  JM & CD have certificates that have recently expired but due to the disapplication and modification in government guidance their certificates are still relevant. JM & CD have completed theory on-line training which was six-hour course and then when safe to do so, practical course will start, which is also six hours. Manager to liaise with JM & CD when further details become available. CD & JM have completed their training and certificates received.
Staff	Are key staff available for designated roles and responsibilities such as:	- SENCO	Staff attended training regarding Target Plans and relevant process. Staff can discuss any concerns with Senco's. All staff responsible
Staff	Are key staff available for designated roles and responsibilities such as:	- Support Staff with children with SEND	We will be sensitive as always to the needs of the children. Remembering that this is going to be very different for them as we have not seen some children since March. The questionnaire that we have sent out will provide us with some help in identifying each child's unique journey through lockdown. We have new children starting with us and have managed to see them with

			<p>their parents/carers. We have also asked each family to fill in 'All About Me' booklet.</p> <p>Plus, questionnaires and will share these with key groups.</p>
Staff	<p>Are key staff available for designated roles and responsibilities such as: -</p> <p>Staff Meeting</p>	<ul style="list-style-type: none"> <li>- Designated person for safeguarding</li> <li>- Training on <b>Wednesday 02-09-20</b> for all re safeguarding</li> </ul> <p>Safeguarding discussed at staff meeting on 05-03-21</p>	<p>JM - safeguarding lead</p> <p>JT - deputy safeguarding lead</p> <p>JM - Training on safeguarding on Wednesday 02-06-20 - completed all staff are responsible to complete necessary forms and report to safeguarding lead or deputy, if the allegation is against either of them, look for LADO numbers. <b>Will go through the procedure and new policy on Wednesday 2<sup>nd</sup> September</b></p>
Staff Children Parents	Fire Procedure	<p>We have changed back to our original <b>Emergency Evacuation Point</b></p> <p>Poppins, 147 Butchers Lane, Mereworth, Kent ME18 5QD</p>	All information passed onto staff team. All responsible.
Staff Children	Fire Drill To Practice entering and exiting the building in the event of a fire	<p>Practice Fire Drill as per long term plan</p> <p>Blow the whistle - Collect the Register from the draw. Encourage children to follow in a line and leave the building through the chosen fire exit. Once outside the children/adult names to be called.</p>	<p>All responsible to support the children.</p> <p>Managers to record the details of the drill.</p>

		When coming back into the building use hand sanitizer	
Staff	Are key staff available for designated roles and responsibilities such as: -	Admin & Support  Celia - Monday & Friday  Lisa - Tuesday & Thursday	Confirmed staff availability - Managers responsible
Children & Staff	Cleaning all toilets	<p>When a child wants to use the toilet.</p> <ul style="list-style-type: none"> <li>- One member of the team communicates to colleagues that they are taking a child to the toilet. Ensure that they can supervise cleaning of hands etc. Adult washes their hands and returns with the child to their group.</li> <li>- Adult goes back to the toilets wearing gloves, they clean using wipes and disinfectant the following areas: sinks, taps, soap dispenser, toilet handle and toilet seat.</li> </ul> <p>Staff use their toilet and clean all touched areas with wipes and disinfectant wearing gloves.</p> <p>Nappy changing - key person or member of team, communicates with a colleague saying they are taking a child to be changed. Leaving the disabled toilet door open, change the child. Staff team member wears, disposable apron, and gloves. Inform colleague you are back in the room.</p>	<p>To ensure that the toilet is clean for the next person to use. All individuals responsible for staff and children's toilets after use.</p> <p>As the toilets are cleaned after each use, at the end of the day all floors will need to be cleaned this will be completed by a member of the team.</p> <p>Follow the procedure - all responsible.</p> <p>Record information on the log to say that you changed the child.</p>

Staff	Staff Breaks	<p>Staff Rota for lunch breaks. When children having their lunch</p> <p>One member of staff at a time 15-minute lunch break.</p>	All responsible after you have left the area, clean anything you have touched with wipes and disinfectant spray.
Staff	Staff Personal Belongings	Leave personal items in the kitchen	<p>Consider do you need a handbag? Remember medication etc.</p> <p>Mobile phones - policy change, agreed and discussed. Mobile phones now kept in individual named plastic containers. To stop cross contamination. If you need to use your phone, go to the porch/kitchen.</p>
Staff	Staff	Staff members will avoid physical contact with each other including handshakes, high 5's and hugs etc.	All responsible
Staff	Supervisions	Supervisions will take place - see long term plan	<p>Managers to complete these.</p> <p>Managers Supervisions will be with the committee</p>
Children Staff	Wellbeing and Education	The curriculum will continue to be based on developmentally appropriate practice and focus on children's stage of development and individual needs.	Due to the restraints of equipment and resources we will endeavour to do our very best. Considering the impact on children's emotional well-being.

<p>Staff</p>	<p>iPad to record photograph based - observation that will be shared with parents</p>	<p><b>The emotional needs of all children will be considering.</b></p> <p>Children will be supported in age-appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue using the 'catch it, bin it, kill it slogan.</p> <p>Children will be supported to understand the changes and challenges they may be encountering because of COVID-19. This may include bereavement.</p> <p>Staff will ensure that they are aware of children's attachments and their need for emotional support at this time.</p> <p>Transitional objects from setting will be used and kept for individual children.</p> <p><b>Each team will have their own iPad.</b></p> <p>This is important as children will not be able to take home any paintings, junk modelling etc. To stop cross contamination.</p>	<p>The questionnaire will help support their individual needs. We will continue to send photographs to parents, they can contact us via the telephone or via email.</p> <p>All staff members responsible for their key group</p> <p>This information has been passed onto parents/carers in the email/letter.</p> <p><b>As part of the questionnaire that parents/carers will be returning to us before their child starts back or starts pre-school.</b></p> <p>All responsible for this section.</p> <p>Clean with wipes and dry with paper towel daily. All responsible for each iPad</p> <p>Fill out sheet to record sharing - <b>All staff pressing the share button on the iPad.</b></p>
--------------	---	---	--

<p>Staff Parents Children</p>	<p>Travel</p>	<p>Wherever possible parents should travel to pre-school alone, using their own transport.</p> <p>Parents will be encouraged to ensure they do not leave travel accessories including buggies, car seats, and scooters in the setting premises.</p> <p>Outings from the setting into the local community will not occur while we are following the COVID-19 measures</p>	<p>Everyone responsible</p> <p>Communicated to parents via email.</p> <p>Parents responsible</p>
<p>Staff Parents Children</p>	<p>Hygiene and Health &amp; Safety</p> <p>Entering</p>	<p>It has been communicated to parents/carers that they take their child to the rear of the building and wait by the 2 metre markings, when it is their turn, they stand by the gate with their child, the staff member will call the child to them. The parent/carer will say goodbye and leave. Not entering the building</p> <p>When staff greet children at the door, they must wear a disposable face mask.</p> <p>Parents/Carers have been advised of the procedure of reporting existing injuries via email.</p>	<p>Letter to parents explaining procedure already sent. At the staff meeting we discussed this process. The adult welcoming each child into the setting should: -</p> <ul style="list-style-type: none"> <li>- Check parent/carer has used hand sanitizer.</li> <li>- Staff Call the child standing at the gate.</li> <li>- Child will enter the building.</li> <li>- Another team member to wait near the small hall entrance in the hallway and bring the child into the big hall. Staff to turn take and support each child in settling into the pre-school routine e.g. Find their name etc.</li> </ul> <p>Newsletter was sent to parents/carers on 20<sup>th</sup> October 2020 - reminding parents/carers of procedure regarding COVID 19 and staying safe.</p>
<p>Staff Children Parents</p>	<p>Exiting the building</p>	<p>Child taken to their parents one at a time. Staff team member ensures that the child is reminded to walk to their parent/carer.</p> <p>When a child/ren depart the building, the same procedure applies the change is that the member of staff must wear a disposable face mask.</p>	



Children Staff	Hygiene and Health & Safety	<p>Tissues once used. Staff to wear gloves and support child to place the tissue in a nappy sack.</p> <p><b>Big Hall</b> - Lid of outside bin to be left open and each nappy bag containing a tissue to be placed inside.</p> <p><b>Small Hall</b> - Have a bin in the store area and place a tissue in a nappy sack.</p> <p><b>Outside</b> - Have a supply of tissues/hand sanitizer and nappy sacks. Once tissue in the bag, check with colleague if you can take the bag to the nearest bin and then wash your hands.</p>	<p>Once tissue disposed of both child and adult need to wash and dry their hands with paper towel in their allocated toilet area.</p> <p><b>All responsible in both halls/areas</b></p>
Staff	Uniform	<p>Staff <b>can</b> change out of their uniform and place it into individual bags to take home and launder.</p>	<p><b>This is down to personal choice for all staff</b></p>
Staff	Cleaning	<p>An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment.</p> <p>Communal area, touch points and handwashing facilities will be cleaned and sanitised after each use.</p> <p>Nursery deep cleans will be requested should any COVID-19 cases be confirmed</p>	<p>Cleaning Schedule - all responsible</p> <p>Outside one member of the team to clean high touch point surfaces using wipes and disinfectant.</p> <p>Committee to organise</p>
Staff	Waste Disposal	<p>All waste will be disposed of in a hygienic and safe manner.</p>	<p>All waste will be placed in two bags.</p>

Staff	Laundry	<p>All items within the setting requiring laundering will be washed in line with NHS laundry guidelines. <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> <p>Items such as towels, flannels and bedding will not be shared by children and washed every use.</p>	All laundry will be washed 90 degrees
Parent Children and Staff	Food	<p>It has been requested that children bring to pre-school a plastic pot for snack, lunch if they are staying and water bottle.</p> <p>It is expected that this will include experience involving materials and the suspension of the sharing of food and utensils (such as usual snack bar).</p> <p>Lunch and Snack will be in the small hall. Tables cleaned appropriately with disinfectant and wipes. Children to find their own snack pot and lunch box support will be needed in the beginning for each child.</p>	<p>Children will be bringing in their own snack, drinks, and lunch boxes, we have requested plastic items only. Each group will have their own box for snack, lunch, and drinks. One member of the team outside will use a wipe and disinfectant spray to clean the above</p> <p>All responsible</p> <p>Letter advising parents/carers has been sent</p>

<p>Children Parent Carers</p>	<p>Attendance</p>	<p>Parents are made aware of the attendance criteria and what will happen if any suspected cases of COVID-19 are confirmed.</p> <p>Children can only attend the pre-school if they are symptom free or have completed the required isolation period. <b>Do not send their child to pre-school if they are showing signs and symptoms or if someone in their household is showing symptoms arrange a test</b>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p>	<p>Email went to all parents.</p>
<p>Staff</p>	<p>Visits</p>	<p>Attendance to the setting will be restricted to children and staff. Visitors will not be permitted to the nursery unless essential (e.g., building maintenance or emergency services)</p> <p>If Ofsted wish to inspect the setting, they will be permitted to do so, although shown required to consider the COVID-19 Site Operating &amp; Risk Assessment document.</p> <p><b>Visits from outside agencies to support children and staff will in the first instance be virtually.</b></p> <p><b>Visitors from outside agencies such as speech and language therapist or specialist teaching service</b></p>	<p>Maintenance will be pre-arranged by appointments. Ensure the two-metre rule and chaperone around the setting.</p>

<p>Parents/ Carers</p>	<p>Visitors</p>	<p>etc. Will be permitted to the setting once an appointment has been made.</p> <p>Parent/carers and visitors e.g., Teachers from Primary schools regarding transitions will be invited via appointment to see a member of staff team, preferably outside if the weather is fine and all must wear disposable a face mask, which we will provide. If the weather is poor parents/carers and visitors will be seen in the porch area and front door will remain ajar for ventilation and all must wear a disposable face mask, which we will provide.</p>	<p>Visitors from outside agencies supporting an individual child - will need to follow this procedure to protect everyone.</p> <ol style="list-style-type: none"><li>1. Read our site operational procedure and risk assessment.</li><li>2. Wash hands on entering the building or use sanitizer.</li><li>3. Wear a disposable face mask.</li><li>4. Read our site operational procedure and risk assessment.</li><li>5. If a meeting with the child's parents/carer is necessary, this will be held in the front porch area with the outside door open to allow ventilation.</li><li>6. All attending this meeting will maintain a 2-metre distance and wear a face mask or shield.</li><li>7. No drinks will be offered.</li><li>8. Visitors to bring their own equipment e.g. Pens etc.</li><li>9. The front door must not be left open if not in use.</li></ol>
----------------------------	-----------------	--	---

New Starters		Visits for new starters will be conducted by appointment only when the children currently on role are not in attendance. These visits will be strictly limited to one family at a time. We will record names, addresses of these visitors for track and trace purposes.	
Staff	PPE	Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission.	<p>Except if there is a suspected case of Coronavirus</p> <p>To support staff with their health and well-being it has been agreed that they need to feel comfortable whilst working at the setting and all individuals responsible.</p> <p>We have a supply of PPE in the store area. We also have a second box which is The Emergency Box, and this is in the staff toilet. This was discussed at the staff meeting.</p> <p>All responsible.</p>
Staff	Building Ventilation	Windows to be kept open where possible to ensure ventilation.	All responsible for opening and closing windows in both halls and toilets.
Staff	Procurement of Supplies and Monitor	An adequate supply of essential supplies will be in place, this will minimise the impact of any shortages.	When a product has been used, please inform Celia who will be our stock controller and responsible.

Staff	Accident/incident & Medication Notification	A procedure change regarding how we notify parents of an accident/incident if medicine has been administered	<p>A member of staff will go outside via the fire exit, wearing a disposable face mask. They will report to the parent/carer concerned regarding the accident/incident or medicine that has been administered. Asking the parent/carer to sign in the appropriate place. Everyone to maintain 2 metres apart.</p> <p>The procedure for head injury will remain the same and then follow the above procedure.</p>
Children	Groups	<p>Red Teddy Group - Jackie &amp; Sue</p> <p>Purple Teddy Group - Val &amp; Cristina</p> <p>Green Teddy Group - Claire, Andrea &amp; Jenny</p>	<p>Continue to work together but if we can ensure that we take more of a role with our key children.</p> <p>All responsible</p>