Poppets at the Old Stable Block

Action Plan and risk assessments

Prepare Building and Facilities

Cleaning and disposal of waste

Staffing and group numbers

Social distancing and Cross contamination

Response to suspected or confirmed case of COVID-19 at Group

Curriculum and learning environment

What we think is most important...

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Aspect | Action required | By whom | Completion | Control Measures | new risk level |
| Prepare Building | install additional toilet | Nick Mills Builder |  | sufficient toilets |  |
|  | repair window | Nick Mills Builder |  | safe and draft free |  |
|  | sign off building work | Council /Pcc |  | maintaining of standards |  |
|  | decorate | Lynn |  | make good paintwork |  |
|  | purchase/fit new kitchen floor covering | Nick Mills |  | clean flooring |  |
|  | purchase fridge | Lynn |  | keep food safe |  |
|  | PAT test all electrics | Priory PCC |  | ensure safety |  |
|  | test water | Priory PCC |  | safe system no legionella |  |
|  | check Internet services working | Priory PCC |  | suitable for use |  |
|  |  |  |  |  |  |
| Apply to Heritage | letter | Priory PCC | 11/8/ 2020 |  |  |
|  |  |  |  |  |  |
| Apply for planning permission | Due process following initial application | Priory PCC | 11/8/2020 |  |  |
|  |  |  |  |  |  |
| Obtain Insurance | contact insurance company | Lynn | 17/8/2020 | requirement |  |
|  |  |  |  |  |  |
| Ofsted certificate | contact Ofsted | Lynn | 17/8/2020 | requirement |  |
|  |  |  |  |  |  |
| risk assess | Complete assessments all staff have access to copies | Lynn |  | requirement |  |
|  |  |  |  |  |  |
| establish safe entrance and exit | obtain door bells  routes and routines | Lynn  Poppets team |  | secure environment  social distancing  one way system  hand wash systems |  |
|  |  |  |  |  |  |
| Set up Premises | furniture, toys and equipment to be brought and strategically placed | Poppets Team and families |  | allow sufficient space  limit toys  children accessibility |  |
|  |  |  |  |  |  |
| Aspect | Action required | By whom | Completion | Control Measures | new risk level |
| emergency evacuation | establish safe route and practice with staff team | Poppets team |  | written evacuation procedure risk assessment and policy |  |
|  |  |  |  |  |  |
| Cleaning and maintaining the environment | establish cleaning routines between groups and at end of day | Poppets Team |  | COVID-19: Cleaning in non healthcare settings guidance is followed |  |
|  |  |  |  |  |  |
| high touch areas | handles; surfaces /table tops  kettle /cups / taps/ toilets  IT equipment /phone | Poppets team |  | regular anti bac and disposable / washable wipes used single use gloves used |  |
|  |  |  |  |  |  |
| Catch it kill it bin it | provide tissues and lidded bins with plastic liners  anti bac gel available for use when outside | Poppets team |  | empty bins daily.  handwash after using tissue  gloves worn when supporting children |  |
|  |  |  |  |  |  |
| Personal care and hygiene | gloves and aprons purchased | Lynn |  | All staff to use  clean staff uniforms daily |  |
|  |  |  |  |  |  |
| PPE | purchase mask and visor in PPE specific kit for suspected case use. Any waste matter to be kept double bagged for 72 hours prior to safe disposal. | Lynn | purchased aug 2020 | to be kept in Office where suspected COVID child or adult would be located until collection |  |
|  |  |  |  |  |  |
| Additional cleaning | Fogging | ZAP cleaning |  | when confirmed case  consider semi regular use |  |
|  |  |  |  |  |  |
| Aspect | Action required | By whom | Completion | Control Measures | new risk level |
| group numbers | follow current guidance on group sizes in line with Gov advice for early years and schools | Lynn/ Team |  | consistency of groups and staff where possible. |  |
|  | reduce from registered permitted number of pre school children at setting to increase space available  access outdoor as much as possible | Lynn / Team |  | Maintain Poppets Pre School children as one Bubble.  Keep attendance of extended hours under review  (no mixing with Priory School Bubble) |  |
|  |  |  |  |  |  |
|  | Priory School children will in three bubbles EYFS/1/2  3/4 and 5/6 | Lynn / Team |  | designated areas inside and out  groups distancing whilst walking to and from school |  |
|  |  |  |  |  |  |
|  | liaise with shared care settings | Lynn/ key workers |  | ascertain risk |  |
|  |  |  |  |  |  |
| Staffing | Staff awareness of procedures and expectations to keep themselves safe | Lynn/Team |  | staff training and discussion |  |
|  | Health and well being priority | Lynn / Team |  | staff training and discussion  test and trace system |  |
|  | sufficient personal uniform available  PPE available |  |  | staff training and discussion |  |
|  | staff meetings / training |  |  | to be held outdoors where possible |  |
| Visitors | communicate to parents and agencies  set up virtual tour and booked visits | Lynn |  | non permitted on site whilst whole groups in attendance |  |
| Aspect | Action required | By whom | Completion | Control Measures | new risk level |
| Social distancing and cross contaminations | maintain cleanliness of environment between groups using setting | Lynn / Team |  | allow sufficient time and staffing to clean between each separate group |  |
|  | maintain the environment during sessions | Lynn / Team |  | Increased cleaning during sessions |  |
|  | remove soft toys and those which are not easy to clean | Lynn / Team |  | use milton spray on toys at end of sessions |  |
|  | divide large tubs of toys into smaller boxes to allow for rotation and cleaning | Lynn / Team |  | allow 72 hours between using tubs of toys |  |
|  |  |  |  |  |  |
| Food and drink | liaise with Parents and carers  consider own snacks being brought in | Lynn / Team |  | All children to bring own named water bottle.  staff to refill  staff hold food hygiene certificates  registered with environmental health |  |
|  |  |  |  |  |  |
| School bag | Poppets children and staff have own bag to be kept at group...trousers, Hi Viz and personal property | Lynn |  | each child will have named bag to ensure Hi viz and trousers are not shared |  |
| Arrival and Collection of all children | staggered arrivals and collection times to be established  Use of in and out doors..one way system | Lynn / Team |  | children to be collected from and taken out to their parent outside at end of day  consider collection from grass |  |
| Priory School group | separate equipment for Priory School Children | Lynn / Team |  | to be kept away from Preschool children |  |
|  |  |  |  |  |  |
| Aspect | Action required | By whom | Completion | Control Measures | new risk level |
| Public places | follow current guidance  gov information | Lynn / Team |  | currently not to be used with groups of children ( july 2020) |  |
|  |  |  |  |  |  |
| Response to a suspected or confirmed case of COVID 19 | Isolate sick child or adult | Lynn / Team |  | Office or outdoors if possible |  |
|  | staff to wear full PPE |  |  | one staff member in PPE to remain with child |  |
|  | contact parent immediately |  |  | contact numbers (2 as minimum ) kept up to date |  |
|  | Clean area |  |  | fogging arranged |  |
|  | Parent to inform group of test outcome | Parents |  | follow gov guidance if positive |  |
|  | group to inform parents | Lynn |  | if confirmed case |  |
|  | Group to advise Ofsted | Lynn |  | if confirmed case |  |
|  |  |  |  |  |  |
| test and trace | parents and staff awareness of how to access this | Lynn |  | national system in place |  |
|  |  |  |  |  |  |
| Families isolating | to keep group informed | ALL |  | effective communication system through Tapestry and staff e mails |  |
|  |  |  |  |  |  |
| Vulnerability | keep group informed |  |  |  |  |
|  |  |  |  |  |  |
| sheilding | keep group informed |  |  |  |  |
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| Aspect | Action required BY US ALL | strategies | ideas | Control Measures | new risk level |
| Curriculum and learning environment | Emotional Wellbeing of children is Priority |  |  |  |  |
|  |  |  |  |  |  |
|  | Families to feel welcomed and supported |  |  |  |  |
|  |  |  |  |  |  |
|  | Children to develop sense of belonging |  |  |  |  |
|  |  |  |  |  |  |
|  | Awareness of COVID journey for families |  |  |  |  |
|  |  |  |  |  |  |
|  | Outdoor play more than indoor |  |  |  |  |
|  |  |  |  |  |  |
|  | Areas to be cleaned very regularly |  |  |  |  |
|  |  |  |  |  |  |
|  | Toys to be rotated cleaned with Milton  72 hours gap |  |  |  |  |
|  |  |  |  |  |  |
|  | children bring own water bottle and morning snack |  |  |  |  |
|  |  |  |  |  |  |
|  | comfort toys limited but permitted |  |  |  |  |
|  |  |  |  |  |  |
|  | bag for each child with waterproof trousers, hi viz jacket, plimsoles, change of clothes, water bottle , snack etc |  |  |  |  |
|  |  |  |  |  |  |
|  | film a virtual tour |  |  |  |  |
|  |  |  |  |  |  |
|  | keep communication open and regular |  |  |  |  |
|  |  |  |  |  |  |
|  | invite families in one at a time to visit |  |  |  |  |
|  |  |  |  |  |  |
|  | looking after each other |  |  |  |  |
|  |  |  |  |  |  |
|  | no one in who is unwell staff or child |  |  |  |  |
|  |  |  |  |  |  |
|  | no adult visitors at present |  |  |  |  |
|  |  |  |  |  |  |
|  | handwash system at door |  |  |  |  |
|  |  |  |  |  |  |
|  | portable toilet for extended garden play |  |  |  |  |
|  |  |  |  |  |  |
|  | natural staggering of arrival and collection rather than prescribed |  |  |  |  |
|  |  |  |  |  |  |
|  | doorbell and security |  |  |  |  |
|  |  |  |  |  |  |
|  | POPPETS LEAVERS |  |  |  |  |
|  |  |  |  |  |  |
|  | certificates and jump into school Sept |  |  |  |  |
|  | tapestry stays open till sept |  |  |  |  |
|  |  |  |  |  |  |
|  | pirate adventure Oct half term if covid levels permit ? |  |  |  |  |
|  |  |  |  |  |  |
|  | play sessions beg SEPT ? |  |  |  |  |
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