



### COVID – 19 risk assessment

This risk assessment has been developed to address the hazards directly relating to the COVID-19 pandemic and the control measures and actions required to reduce the risks when children return to the nursery setting. The hazards have been identified as:

- Direct transmission – close contact with individuals who have contracted COVID-19 and are currently asymptomatic or have not yet developed symptoms.
- Indirect transmission – touching contaminated surfaces which may have been touched by an individual who has COVID-19 and are currently asymptomatic, have not yet developed symptoms or have attended nursery and has since received a positive test result.
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The risk of harm is to children, staff and parents and due to the nature of the COVID-19 virus the likelihood is that transmission rates will be high.

Activity assessed: All daily routines

Assessment date: 21/10/20

Name of assessor: Stephanie Jackson

Review date: ongoing

Risk	Control measures	Actions	By who	When	Date completed
<p><b>Direct transmission</b></p>	<p><b>General control measures to be followed by staff and children:</b></p> <p><b>Wash hands regularly throughout the day. Every 20 minutes is recommended.</b></p> <p><b>Use tissues to catch coughs, sneezes and encourage the catch it, bin it, kill it routine.</b></p> <p><b>Empty bins regularly throughout the day.</b></p>	<p>Hand wash stations provided in each area. Posters provided to encourage good hand washing practices.</p> <p>Ensure tissues are distributed evenly through the nursery.</p> <p>Introduce into daily routine.</p>	<p><b>All staff and children</b></p> <p><b>All staff</b></p> <p><b>All staff</b></p>	<p><b>Ongoing procedures</b></p>	<p><b>N/A</b></p>
<p>Children being unable to adhere to social distancing measures due to their age and level of understanding</p>	<p>Each room will be classed as a bubble. The number of children per bubble will be determined by the maximum capacity of the room.</p> <p>Care routines including provision of snacks and meals will be provided within the space allocated to each bubble.</p> <p>Staff will be assigned to care for one bubble in line with ratio requirements. No sharing of staff between rooms (i.e to cover breaks)</p>	<p>Reorganise rooms to ensure adequate space for small groups of children to access resources.</p> <p>Adequate space to be allocated in each bubble to ensure care routines can be provided with minimal risk of direct contamination.</p> <p>Manage staffing levels to account for number of children and ratio requirements. Staffing levels to reflect the need for new cleaning routines to be carried out,</p>	<p>SMT</p> <p>SMT</p> <p>SMT</p>	<p><b>Ongoing procedures</b></p>	

Risk	Control measures	Actions	By who	When	Date completed
	<p>Regular hand washing routines in place for both staff and children. Hand washing to take place when entering the building, before meal and snack times, after toileting or changing nappies, between activities and before leaving the centre.</p> <p>Outdoor play to be encouraged for as long as possible throughout the nursery day, taking into account adverse weather conditions.</p>	<p>hygiene measures to be enforced, break cover to be incorporated into each bubble. Also consideration to staff sickness levels to be higher than average.</p> <p>Outdoor play areas to be organised in a way which encourages small group interactions in different areas or zones. Allocate spaces for handwashing stations, snack tables to ensure children can spend as much of the day outside as possible.</p>	<p>SMT</p> <p>All staff</p> <p>SMT</p>		
<p>Member of staff who works directly with children attending work with asymptomatic or pre symptomatic infection and being in contact with children in the setting.</p>	<p>Staff to attend work only if they are fit and well. Any signs of illness to be reported to management immediately.</p> <p>Ensure isolation measures are followed if any symptoms develop and follow testing procedures.</p> <p>Staff to maintain social distancing measures between each other whilst with children and during break times.</p>	<p>Staff induction to ensure all individual are aware of protocol.</p> <p>Reorganise rooms to ensure staff can interact with children whilst maintaining social distancing as much as is practicably possible.</p>	<p>All staff SMT</p> <p>All staff SMT</p> <p>SMT All staff</p>	<p><b>Ongoing procedures</b></p>	

Risk	Control measures	Actions	By who	When	Date completed
	<p>Staff to ensure social distancing measures are practiced outside the setting to reduce the likelihood of contracting COVID-19.</p> <p>Ensure staff who have been identified at extremely vulnerable and vulnerable do not return to work until confirmation is received by a medical professional that it is safe to do so.</p>	<p>Extend staff break areas to ensure each bubble has adequate space to social distance at break times.</p> <p>Staff toilets to be allocated to rooms and cleaning products to be provided and used before and after each use.</p> <p>Provide staff with up to date Government guidance on current social distancing measures.</p> <p>Discourage staff from sharing cars to get to work.</p> <p>Liaise with individual staff members regularly.</p>	<p>SMT</p> <p>SMT All staff</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>		
<p>Member of staff who do not work directly with children attending work with asymptomatic symptoms and being in contact with children in the setting.</p>	<p>Kitchen staff to remain in the kitchen and corridor area and leave food outside the rooms for staff to collect and distribute.</p>	<p>Space for kitchen staff to safely leave meals and collect items to be returned to the kitchen.</p> <p>Space for kitchen staff to take breaks.</p>	<p>SMT</p> <p>SMT</p>	<p><b>Ongoing procedures</b></p>	

Risk	Control measures	Actions	By who	When	Date completed
	<p>Food deliveries to be left at the centre entrance.</p> <p>All food items to be cleaned with disinfectant before entering the building. Fresh produce will be washed thoroughly before storing and preparation.</p> <p>Menus to be adapted to ensure impact of food shortages is limited.</p> <p>Information about allergies and dietary requirements will be clearly recorded in both the kitchen and each room to ensure all staff are aware of these details.</p> <p>Food will be covered and delivered to outside each room to be collected by room staff.</p> <p>Room staff to use two way radio to communicate with kitchen staff. No other members of staff to enter the kitchen area.</p> <p>Office staff to wear full PPE if access to the kitchen is required.</p> <p>Office staff will remain in the office and communicate with rooms using the internal phone system and radios.</p>	<p>Communication with food suppliers</p> <p>Ensure all rooms have adequate communication devices.</p>	<p>SMT</p> <p>Kitchen Staff</p> <p>Kitchen staff</p> <p>SMT</p> <p>Kitchen staff</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>		

Risk	Control measures	Actions	By who	When	Date completed
	<p>Social distancing measures to be put in place in the office. No sharing of resources or equipment.</p> <p>Staff to ensure social distancing measures are practiced outside the setting to reduce the likelihood of contracting COVID-19.</p> <p>Cluster team staff will continue to access the “useful room” office. There will be no access to the staff room, however toilet facilities will be available. Cluster team staff to use the toilet nearest the kitchen.</p> <p>Ensure staff who have been identified at extremely vulnerable and vulnerable do not return to work until confirmation is received by a medical professional that it is safe to do so.</p>	<p>Provide staff with up to date Government guidance on current social distancing measures.</p> <p>Discourage staff from sharing cars to get to work.</p> <p>Inform Cluster team of new procedures.</p> <p>Liaise with individual staff members regularly.</p>	<p>SMT</p> <p>SJ</p> <p>SJ</p>		
<p>Parents dropping off or collecting children who have contracted or been in contact with an individual with COVID-19.</p>	<p>Only 1 parent per family to visit the centre to collect or drop off. Only parents and carers who have formed a social bubble will be allowed to collect children from nursery.</p> <p>Strict guidelines will be in place to ensure:</p> <ul style="list-style-type: none"> <li>- families avoid public transport if possible.</li> <li>- Follow national guidelines for social interaction outside the setting at all times.</li> <li>- Only parents who are symptom free or have completed the required isolation periods are allowed to drop off or collect children.</li> </ul>	<p>Information provided to parents to ensure all parents are aware of the guidelines.</p>	<p>SMT</p> <p>All staff</p>	<p>1/07/20</p> <p><b>Ongoing procedures</b></p>	

Risk	Control measures	Actions	By who	When	Date completed
	<p>- Children showing any signs of illness should remain at home until symptoms have subsided. This includes colds and all other potentially communicable diseases.</p> <p>Parents to press the room buzzer at the main entrance and wait for a member of staff to answer the intercom system.</p> <p>Parents will wait at the main entrance in the nursery waiting area using the 2 metre floor guidelines to ensure social distancing measures are followed.</p> <p>A Staff member will confirm the identity of the parent and ask parents if any member of the household has any symptoms of COVID 19. If the answer is “yes” then the child will not be allowed into the setting until a negative test result is confirmed and proof provided to the Nursery office. Access to the nursery will be via the fire doors (0-2 &amp; 2-3) and through the main corridor (for Preschool). Parents will remain outside.</p> <p>Children will be provided with alcohol gel before entering the building and taken immediately to wash their hands.</p> <p>Parents will be required to email the office if a pre-existing injury form or medication form needs to be completed.</p>	<p>Ensure adequate signage is provided to parents as to current protocol.</p> <p>Provide floor signs to indicate 2 metre distances at entrances to building and outside fire doors.</p> <p>Staff induction process. Information provided to parents.</p> <p>Updates to current government guidance to be provided to all parents electronically via parent mail.</p> <p>Procedures to implemented in line with government guidance.</p> <p>All staff to follow procedures set out.</p>	<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>All staff</p>	<p>1/07/20</p> <p>1/07/20</p> <p><b>1/07/20</b></p> <p><b>1/07/20</b></p> <p><b>Ongoing procedure</b></p> <p><b>Ongoing procedures</b></p>	

Risk	Control measures	Actions	By who	When	Date completed
	<p>Upon collecting, parents will use the main buzzer to inform the room of their arrival.</p> <p>Children will wash hands before leaving the setting. Children will be brought out into the play area to meet their parent.</p> <p>If a child has had to be changed whilst at nursery, soiled items will be double bagged and handed to the parents to wash at home. Children will not take art work home. A photo will be uploaded on to Footsteps to share with parents digitally.</p> <p>Accident forms/ incident forms etc. will be uploaded to footsteps and a verbal account of the accident or incident will be shared with parents upon collection.</p> <p>Parents who develop symptoms of COVID-19 will be required to self isolate in line with current government guidance. Tests are now available for all adults and children. Children will only be permitted access to nursery after the isolation period is complete or a negative test result is provided.</p>	<p>Records to be kept of families who are self-isolating.</p>	SMT	1/07/20	
Child developing COVID-19 symptoms whist in the setting.	<u>Preventative measures</u>		SMT	1/07/20	



Risk	Control measures	Actions	By who	When	Date completed
	<p>Update Sick child policy to temporarily amend the guidelines about children who are showing signs of any illness.</p> <p>All parents will be required to complete an updated emergency contact form.</p> <p>If a child becomes unwell at nursery, it is imperative that we are able to contact at least one parent at all times.</p> <p>We will be unable to allow any other individual to collect a child due to social distancing measures.</p> <p>We will expect any child with an illness to be collected promptly (within 1 hour) from nursery and kept at home until symptoms have subsided. Any COVID-19 symptoms arising after a child has been sent home must be reported to the nursery office as soon as they become present.</p> <p>Staff will check the child's temperature before allowing the child access to the building. Only children who are symptom free or have completed the required isolation period will be admitted into the building.</p> <p>Objects from home will not be permitted. Comforters and changes of clothing are to remain on site.</p>	<p>Amend sick child policy and provide updated copy to parents for reference.</p> <p>Online form to be sent to all parents when returning to nursery.</p> <p>Provide updated information to parents</p> <p>Temperature checking stations to be provided.</p> <p>Parents asked to provide comforters to be kept at nursery and cleaned regularly throughout the day.</p>	<p>SMT</p> <p>SMT</p> <p>SMT All staff</p> <p>SMT All staff</p>	<p>1/07/20</p> <p>1/07/20</p> <p>1/07/20 <b>Ongoing procedures</b></p> <p><b>Ongoing procedures</b></p>	

Risk	Control measures	Actions	By who	When	Date completed
	<p>No pushchairs, car seats, scooters etc. to be left on the premises at any time.</p> <p>Children will be taken to wash their hands immediately, along with the member of staff who welcomed the child.</p> <p>Careful monitoring throughout the day will be required to ensure symptoms are identified at an early stage.</p> <p><b>Direct action</b></p> <p>If a child develops symptoms of COVID-19 whilst at nursery, the child will be removed to a sectioned off area with ventilation to prevent further risk of cross contamination. A staff member will accompany the child wearing recommended PPE. Parents will be informed and the child must be collected immediately. The child can return to nursery once a negative test result has been provided or the self-isolation period has been completed.</p> <p>Parents will be required to inform management of the outcome of the test as soon as possible to ensure the nursery can take appropriate action.</p> <p>If a case is confirmed, Public health England will be informed and the management team will follow the advice given.</p>	<p>Staff training to be provided. Information to parents.</p>	<p>All staff</p> <p>All staff</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>	<p><b>Ongoing procedures</b></p> <p><b>Ongoing procedures</b></p> <p><b>1/07/20</b></p> <p><b>Ongoing procedure</b></p> <p><b>Ongoing procedure</b></p>	

Risk	Control measures	Actions	By who	When	Date completed
<p>Staff developing symptoms of COVID-19 whilst at work.</p>	<p><b>Preventative measures</b></p> <p>Clean uniform to be worn daily. If uniform supply is limited, a suitable alternative may be worn with black or dark trousers or leggings.</p> <p>Staff travelling to work on public transport will be required to change into their uniform once at work.</p> <p>Nails to be kept short to ensure hand cleaning can be done effectively and to reduce the risk of damaging PPE when cleaning.</p> <p>Staff to enter the building through the main entrance ensuring appropriate social distancing measures are practiced at all times.</p> <p>Mobile phones to be cleaned and stored in line with safeguarding procedures.</p> <p>Access to lockers will be staggered. Staff to arrive in good time before their shift start time to accommodate for this.</p> <p>Appropriate PPE to be used when cleaning, at meal times, when providing first aid and taking children to the toilet and changing nappies. Although face shields are not compulsory, staff can choose to wear one during the day,</p>	<p>Update staff handbook to include temporary measures.</p> <p>Measures to be followed by all staff on a daily basis.</p>	<p>SMT</p> <p>All staff</p>	<p>05/06/20</p> <p><b>Ongoing procedures</b></p>	<p>Complete</p>

Risk	Control measures	Actions	By who	When	Date completed
	<p>providing that it is worn and removed in line with government guidance.</p> <p>See social distancing for more preventative measures.</p>				
<p>Confirmed case of COVID -19 of a child or staff member who has attended in the setting.</p>	<p>Information will be gathered by management to identify the exact details i.e when the individual was last in the setting, who the person had been in contact with.</p> <p>Information to be shared with all individuals who have had direct contact with the infected person as soon as possible using tack and trace.</p> <p>Management to contact PHE for guidance.</p> <p>Notify OFSTED</p> <p>All staff and children to follow the guidelines provided by the government on isolation periods. These will be displayed throughout the centre and staff and families will be informed of any changes to the guidelines.</p> <p>There will be no exceptions to this.</p> <p>Should isolation measures affect the child/staff ratios, alternative staff will be contacted to work. However, if this is not possible, we may</p>	<p>To be regularly updated in line with the most recent guidelines.</p>	<p>SMT</p>	<p>Ongoing procedures</p>	

Risk	Control measures	Actions	By who	When	Date completed
	close the centre due to adequate health and safety measures not being in place.				
<b>Indirect transmission</b>	<p>General Control measures to be followed by staff:</p> <p>Keep all indoor areas well ventilated throughout the day, by keeping doors and windows open to ensure adequate air circulation.</p> <p>Wear PPE in line with risk assessment guidelines</p> <p>Complete daily cleaning schedule in line with risk assessment guidelines.</p>				
Staff touching a contaminated surface within the centre.	<p>Regular cleaning of frequent touch areas to take place throughout the nursery. Using appropriate cleaning products and PPE.</p> <p>Staff from each bubble to be allocated to complete daily cleaning schedule within each room.</p>	<p>Signage used to identify correct cleaning methods to be used in each area.</p> <p>Record of cleaning to be kept alongside daily risk assessment in each area.</p>	<p>SMT</p> <p>SMT</p> <p>SMT</p>	<p>1/07/20</p> <p>1/07/20</p> <p>1/07/20</p>	

Risk	Control measures	Actions	By who	When	Date completed
	<p>Kitchen staff to clean all areas thoroughly throughout the day. Food deliveries to be left at the centre entrance.</p> <p>All food items to be cleaned with disinfectant before entering the building. Fresh produce will be washed thoroughly before storing and preparation.</p> <p>Office staff to clean main door, corridor and staff room area.</p> <p>All deliveries (PPE, Office materials etc) to be cleaned before storing. If cleaning is not possible, items should be placed in the secure outdoor space for 72 hours before being stored in the building.</p> <p>Staff to use own cup, water bottle, cutlery etc. at break times and any used items to be placed in the dishwasher after each use. Dishwasher to be put on at the end of each day on highest temperature setting. No cups, plates etc. to be left in the sink.</p> <p>Tablets and computers to be cleaned regularly. Shared usage should be avoided where possible. Consider restricting use to 1 or 2 staff members to avoid indirect transmission.</p>	<p>Discussion with kitchen staff and appropriate cleaning products to be provided.</p> <p>Outdoor storage area to be set up ready for use.</p> <p>Consider reorganising staff room areas to ensure adequate storage space is provided for cups etc. Signage to be put up to ensure all staff are aware of procedures.</p> <p>Advise staff of the need for food to be brought in a cool bag if refrigeration is required.</p>	<p>Kitchen staff</p> <p>Kitchen staff</p> <p>SMT</p> <p>SMT All staff</p> <p>All staff</p> <p>SMT</p>	<p><b>Ongoing procedures</b></p> <p><b>1/07/20</b></p> <p><b>1/07/20</b> <b>Ongoing procedures</b></p> <p><b>1/07/20</b></p>	

Risk	Control measures	Actions	By who	When	Date completed
	<p>Each staff member to have a personalised pen to reduce sharing.</p> <p>Nappy bin removal to be organised with the hygiene company to discuss best approach. Ideally, nappy bins to be moved to outdoor area with exchange taking place outdoors.</p> <p>Cleaning company to ensure they are following the same protocol as Early Year Practitioners i.e not coming to work when showing signs and symptoms, wearing PPE whilst working.</p>	<p>Label pens clearly to avoid sharing.</p> <p>To discuss with contractor.</p> <p>To discuss with contractor.</p>	<p>All staff</p> <p>SMT</p> <p>SMT</p>	<p><b>1/07/20</b></p> <p><b>1/07/20</b></p>	
<p>Children coming into contact with a resource which has been contaminated with covid-19.</p>	<p>Remove toys and resources which are difficult to clean i.e soft furnishings, soft teddies, fabric books.</p> <p>Remove any items which children may place in their mouths, i.e play food, plates, cups, rattles etc.</p> <p>Create a store of resources which can be rotated daily. Resources can then be used, cleaned, air dried and stored. New resources can be provided on a rotational basis.</p> <p>Books to be rotated on a daily basis to ensure adequate time between uses.</p> <p>Malleable materials, sand and water play to be removed due to high risk of indirect contamination.</p>	<p>Team of staff un furloughed to ensure environment can be adapted before children return.</p>	<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>All staff</p> <p>SMT</p>	<p>8/06/20</p> <p>8/06/20</p> <p>8/06/20</p> <p>Ongoing Procedure</p> <p>8/06/20</p>	<p>8/06/20</p> <p>8/06/20</p> <p>8/06/20</p> <p>N/A</p> <p>8/06/20</p>

Risk	Control measures	Actions	By who	When	Date completed
	<p>Children's tablets and electronic devices to be removed from rooms.</p> <p>Coats to be stored in a separate area near fire door/entrance to be easily accessed when going to play outdoors. This will discourage children from spending time near potentially contaminated surfaces.</p> <p>Space to be organised to ensure there is adequate space to clean the resources and allow them to air dry.</p> <p>Children to be accompanied to the toilet to ensure hygiene standards are maintained. Cleaning of toilets to be done after each use using appropriate PPE.</p> <p>Surfaces to be cleaned after each activity using soap and water followed by disinfectant using a disposable cloth. Particular attention to be paid to the underside of chairs and tables where children are likely to touch whilst sitting.</p> <p>Areas to be created both indoors and outdoors with adequate space for children to access resources whilst maintaining a good level of distance between each individual child.</p> <p>Consideration to be taken to ensure staff can supervise and join activities with a small group of children.</p>		<p>SMT</p> <p>SMT</p> <p>SMT</p> <p>SMT</p> <p>All staff</p> <p>All staff</p> <p>SMT All staff</p>	<p>8/06/20</p> <p>1/07/20</p> <p>1/07/20</p> <p>1/07/20</p> <p>Ongoing procedure</p> <p>Ongoing procedure</p> <p>1/07/20 Ongoing procedure</p>	<p>8/06/20</p>



Risk	Control measures	Actions	By who	When	Date completed
	<p>Passing spaces and walkways to be organised to ensure staff and children can navigate around the room without being too close to any other activity taking place.</p> <p>Circle times and story times to be done outdoors where possible. Consider using plastic spots for children to sit on to encourage social distancing.</p> <p>Children to sit in small groups for meal times with staff supervision to prevent accidental sharing of cups or utensils.</p> <p>Sleeping areas to be rearranged to ensure adequate space between beds and cots. Bedding to be washed daily using NHS washing guidelines.</p> <p>Dummies and comforters to be cleaned and stored in a sealed named container.</p> <p>Information to be shared electronically with parents, including photos of artwork and letters to parents.</p>	<p>NHS washing guidelines to be displayed next to both washing machines.</p>	<p>SMT All staff</p> <p>SMT</p> <p>SMT All staff</p> <p>All staff</p> <p>SMT All staff</p> <p>All staff</p> <p>All staff</p>	<p>1/07/20 Ongoing procedure</p> <p>1/07/20</p> <p>1/07/20 Ongoing procedure</p> <p>Ongoing procedure</p> <p>1/07/20 Ongoing procedure</p> <p>Ongoing procedure</p> <p>Ongoing procedure</p>	