

Coronavirus (COVID-19) Risk assessment		
Establishment: Top Chapel Day Nursery	Assessment by: Sharon Scully/ Chloe Brookes	Date: June 2020
Review Date: July 2020	Red – high risk Yellow – medium risk Green - little or no risk	Draft: 08/06/2020

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times. Parents to drop and pick up the children from main entrance. One parent allowed on the ramp at a time. Parents are to demonstrate social distancing at all times. A member of staff will be welcoming children one at a time and signing them in our register. When dropping your child off at nursery there will be tape on the floor/wall at the side of the nursery entrance where you are to wait with your child with a 2 meter gap from the next person. Social distancing must be adhered to during dropping off and collecting your child. Only children who are symptom free or have completed the required isolation period attend the setting. On arrival it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed. No toys, teddys or blankets (or similar) to be brought in from home. Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, when changing 	<ul style="list-style-type: none"> PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING. Families will not stick to staggered times or use good time management Families will not stick to social distancing Families will not be truthful about household health Children will want toys/teddies/blankets from home, raising risk of contamination Only 1 adult per family to drop off/collect, limit siblings that come with them where possible. Staff will not challenge families about health Hands will not be washed thoroughly Children will touch face, hands, mouth Non-essential travel and social interaction guidelines not followed by staff and families Families not telling us children have had medication Enough staff in to ensure children can adapt easier to routine changes

	<p>rooms and before eating, toileting, change of play times etc.</p> <ul style="list-style-type: none"> • Encourage children to avoid touching their face, eyes, nose and mouth. • All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. • Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting. • Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48hours after symptoms have ended. • Any child who displays signs of a cold will not be allowed in until 48 hours after symptoms have ended and a negative test result. • Children taking time to settle after prolonged break and change in routine. • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Aim to limit drop off and pick up to <u>1 adult per family</u> and stagger the timings where possible. Only 1 parent is allowed to access the ramp at one time. • Consider allowing parents to enter the nursery for the purpose of settling In sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. • When children are brought into the nursery their outdoor shoes will be taken off and stored outside each room in the hallway. When the children are going outside these will be put on. 	
Physical distancing/ grouping	<ul style="list-style-type: none"> • Children's sessions will be organised into small groups of attendance, wherever possible these small groups or 	<ul style="list-style-type: none"> • Parents need for childcare, to be able to return to work, will need to be juggled against ratios and "bubbles". • Staff mixing with different group of children

	<p>“bubbles” should not mix during the week whilst altering the environment as much as possible for play spaces.</p> <ul style="list-style-type: none"> • We will have a temporary cap on numbers to ensure safety is prioritised. The nursery can hold 60 children per day. This will be reduced to 37 children. 9 babies, 12 toddlers and 16 pre-school. • Care routines including provision of snacks should be within the space allocated to each group wherever possible. • The use of communal internal spaces should be restricted as much as possible. • Outdoor spaces should be used by different groups at different times of the day. • Return will be gradual with priority given to key workers, school leavers and vulnerable learners. 	
Play and Learning	<ul style="list-style-type: none"> • Implement social distancing where possible: <ol style="list-style-type: none"> 1. Small groups throughout the day i.e. 8 babies per group 8 toddlers per group 16 pre-school per group 2. Parents to leave the site promptly after dropping off children. • Minimise the resources available to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. 	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early years children. • Parents will gather in social groups outside premises. • Children will not understand they cannot explore the setting (free flow) or self-select toys and resources.
Children’s Wellbeing and education	<ul style="list-style-type: none"> • Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. • Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time. • Reduced access to resources. Limited staff and children in each session. • Play equipment to be minimalised and multiple groups are not to use it simultaneously. 	<ul style="list-style-type: none"> • Continue germ superheroes theme • Staff awareness of children’s needs and abilities • Staff awareness of children needing more reassurance • Follow current guidance on changes to EYFS, relevant to Covid 19 response. • Staff will be focused on cleaning as we go along rather than children • Parents will not send child in sun creamed and will not always remember jumper and coat. Nursery clothing not to be used.

	<ul style="list-style-type: none"> Minimalise contact and mixing by altering, as much as possible, the environment. Removal of soft furnishings, soft toys and toys that are hard to clean. Cushion's, rugs and any other toys resources will be cleaned throughout the day and at the end of day day. At the end of the day all furnishing will be cleaned and sprayed with cleaning products. Where possible keep children and adults in small groups, keep these groups 2m apart from each other and minimalise contact between them Government reasoning – best place to learn and important for mental wellbeing to have social interactions with peers, carers and teachers We will have increased provision in the garden every day. Children will need jumper and coat every day, they will also require sun cream before attending. 	
Toileting, nappy changing and cleaning up of accidents.	<ul style="list-style-type: none"> Children should be supported to do as much for themselves as possible. Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space. When changing nappies toilets are to be closed off to all other children. When changing nappies staff are to wear apron and one pair of gloves. Used nappy, gloves, apron and changer paper are to be disposed of. Children should not attend if unwell. If an accident happens whilst it is dealt with no one else should use the bathroom. Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Children's own clothes to be used. 	<ul style="list-style-type: none"> Children struggle to wait their turn. Children use to free flow with toilets, they may try to help others Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom Staff will overuse PPE causing shortages and unwarranted expense Parents will not send in spare clothing, or enough of it. Nursery clothes are not to be used. Child will have to go home if no home clothes provided.
If a child starts displaying symptoms.	<ul style="list-style-type: none"> If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to 	<ul style="list-style-type: none"> Parents must agree to prompt collection within the new contract, before child starts back at nursery. If a parent cannot agree to prompt pick up, then the child cannot return to nursery.

		<p>an area which is at least 2 metres away from other people. A window should be opened for ventilation. Member of staff will be required to wear PPE such as gloves and apron. A mask will also be required if a child is sick or coughing to reduce the risk of transmission.</p> <p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p>	<ul style="list-style-type: none"> Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.
Workforce	Attendance	<ul style="list-style-type: none"> Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. Staff who are shielding are unable to work as normal (letter is to be shown to management) Risk assessing with regular health questionnaires for returning staff. Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day. All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines. Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. When staff attend work hair is to be tied back. Uniform is to be washed every night. In the event this has not happened 	<ul style="list-style-type: none"> Staff to be vigilant on health and stay away if unwell. This is likely to impact on staff finances as we often work through minor illnesses which we will no longer be able to do. Testing is available to all key workers and their households. Current government guidance to be followed. Practitioners to receive a copy of policy and risk assessment documents before return. A copy will be retained at nursery and signed by all staff to say that they have received and read a copy.

		<p>members of staff are permitted to attend work the next day in plain black clothing. (other uniform criteria still applies, i.e flat shoes, no jewellery etc.)</p> <ul style="list-style-type: none"> • Staff room- only two members of staff in the staff room at one time. Staff are to stay in their designated area which will be taped off. There will still be access to the cloak room area with a limit of 1 member of staff per time and social distancing rules still followed. (keep 2 metres apart) • Staff members are not permitted to enter the kitchen at any time. 	
Workforce	Wellbeing	<ul style="list-style-type: none"> • Practitioners will be working different hours and in different groups • Staff will be focused on children and cleaning as we go along • Socialisation and interaction will be different with a limit to contact with other adults and the children 	<ul style="list-style-type: none"> • Staff will have a high focus on cleaning as we go along • Children who may need more comfort- putting staff and children at further risk
Food Preparation, snack and lunches		<ul style="list-style-type: none"> • Be mindful of the number of groups in food area. 1 group at a time. • Staff and Children MUST wash hands before prep or eating., • Staff and children MUST wash hands after eating. • Adults to handle eaten food as little as possible and wear white apron and gloves. • Children and adults to be responsible for their own food rubbish. 	<ul style="list-style-type: none"> • Regular hand washing before prep and eating. • Regular hand washing after eating. • Children and staff to put their own rubbish in the bin. • Adult only to load Dishwasher which is to be used on hot setting not eco. • If children are very messy, staff need to use appropriate PPE to clean. • Children do not attend over lunch period
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> • Wherever possible, staff should remain with the small group of children, the group of children who they are allocated to and not come into contact with other groups. • Social distancing must be maintained during breaks. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing. i.e zoom • When going to the outdoor area children will be encouraged to line up in their group and stand on the lines. 	<ul style="list-style-type: none"> • Physical distancing is impossible in early years, even though staff can be vigilant and minimise it. • Staff to engage with virtual conferencing via zoom. This can be done via app on phone/tablet or laptop.
	Training	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction and training on infection control and the standard operation 	<ul style="list-style-type: none"> • Training available online for infection control and covid 19. Certificates to be presented/mailed before start date.

		procedure and risk assessments within which they will be operate.	
	Physical distancing	<ul style="list-style-type: none"> Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the preschool boundaries whilst maintaining social distancing guidelines. Consider allowing parents to enter the nursery the purpose of settling in sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. 	<ul style="list-style-type: none"> Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the committee will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them Further breaches may result in loss of child's place at nursery. Allowing parents to enter premises can put staff and children at risk.
Parents, committee and Visitors	Communication	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. Committee to clearly and promptly keep all staff informed of changes and details of wages, policies etc. 	<ul style="list-style-type: none"> Policy and contract to be sent out to each family before return All families to return a signed contract before return
	Visits	<ul style="list-style-type: none"> Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery hours where possible. All committee involvement, should where possible, be conducted via virtual conferencing such as zoom. New family show rounds should be done via pre recorded video and telephone. 	<ul style="list-style-type: none"> Produce virtual tour to go onto website. Unannounced visitors not to be admitted Visitors by appointment only Committee and staff to engage with virtual conferencing.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to the Pre-school using their own transport. <p>If public transport is necessary, current guidance on the use of public transport must be followed. Face mask is advised in closed spaces such as public transport and shops.</p>	<ul style="list-style-type: none"> Guidance not followed
PPE	Both Workforce and children	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and 	<ul style="list-style-type: none"> Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for

		<p>where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • 	<p>example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> • Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately. • Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks and eye shields only when a child becomes unwell. • PPE may not be available to purchase or be in short supply. Should this happen and all reasonable attempts to get more fails then nursery should close. • All PPE, personal and nursery, should be used according to current guidelines. The touching of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> • Clean AND disinfect frequently touched surfaces throughout the day. • This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. • Play equipment to be minimalised and multiple groups are not to use it simultaneously. • Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. 	<ul style="list-style-type: none"> • Cleaning not completed thoroughly • Cleaning implemented before closure to be continued. • Soft toys and furnishings to be removed from setting, where possible. • Resources not in use should be behind plastic covers and disinfected before use.

		<ul style="list-style-type: none"> • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. 	
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> • Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. 	
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ol style="list-style-type: none"> 1) the individual tests negative; waste can then be put in with the normal waste • the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste 	
REVIEWED BY:		<p>COMMENTS:</p> <p>Sharon/Chloe: Following a risk assessment, we feel that all measures we are putting into place will reassure staff and parents that we are able to minimise the risk of the Covid virus.</p> <p>It is my recommendation that we review information on a weekly basis and look to open when registered as long as the government adhere to meeting their 5 steps. This will give us a greater idea of how lifting lockdown measures have affected the R rate and how that will impact on our provision.</p>	