

Risk Assessment Record

Area Name: Coronavirus (COVID-19)

Assessor: Lynnsey Fitzgerald/ Hayley Pook

Date Completed: December 2020

Significant Hazards	Persons At Risk	Existing Control Measures	Further Control Measures	Who needs to carry out the action	When does it need to be completed?	Done-Initial
Risk of transmission-attendance (Minimising Contact)	Children Staff	<p>Children and staff with a new continuous cough and/ or fever will not be admitted to St. Patricks and will need to self isolate for 10 days.</p> <p>Children and staff whose household members have symptoms of Coronavirus will not be admitted to St. Patrick's and will need to self- isolate for 14 days.</p> <p>If the nursery feels that a child is not well enough to attend nursery then they will be refused admittance.</p> <p>Staff members to call parents when a child is absent and record reason as per usual practice.</p> <p>Children will not be admitted into the nursery if they have had an infantile suspension.</p> <p>Children wash their hands on entry.</p> <p>All children and staff with symptoms are encouraged to be tested for Coronavirus.</p> <p>If a test is negative they will be allowed to return as long as well enough to do so.</p>	<p>Where the child or staff member tests positive, we will contact our local health protection team who will help us to carry out a rapid risk assessment to calculate who will need to self isolate.</p> <p>Everyone is encouraged to take part in the NHS test and trace system.</p> <p>If anybody has been asked to self-isolate then they should not attend the nursery.</p>	All staff	Ongoing and when required	See individual documentation
Risk of transmission-attendance of clinically vulnerable (Minimising Contact)	Children Staff Parents	<p>We will continue to keep up to date with the latest Government advice regarding shielding and advice non attendance if necessary.</p> <p>A risk assessment is completed for all vulnerable staff and children.</p>	<p>If local risk tier changes, a review of advice will take place immediately.</p>	HP/ LF	When required (at tier change)	HP Jan 2020 @ National Lockdown

<p>Risk of transmission-unwell child (Minimising Contact)</p>	<p>Children Staff</p>	<p>If a child becomes unwell at nursery with symptoms of Coronavirus, their parents will be asked to collect them without delay. If a staff member becomes unwell they will be asked to leave the nursery immediately. As above, they will be required to self-isolate as per government advice. If anybody is sent home, we follow the Government's advice on Cleaning in Non-Healthcare settings. All children and staff with symptoms are encouraged to be tested for Coronavirus. If a test is negative they are allowed to return as long as well enough to do so. PPE is provided for the staff member who are caring for the child while they await collection (PPE kit is available from the station in the office). Staff should wash their hands for 20 seconds after contact with someone who is unwell.</p>				
<p>Risk of transmission-infection control (Cleaning Hands)</p>	<p>Children Staff</p>	<p>Everyone should wash hands or use anti-bac gel upon entering the building Children and staff wash their hands on a regular basis, when entering the building, before and after eating, when returning from the garden and when coughing and sneezing. Children and staff are encouraged to wash their hands for 20 seconds. Adequate supply of soap/ antibacterial hand gel is available from trusted providers. Hand washing stations are at both entrances. Children are assisted with washing their hands when they are not able to do so independently. We encourage good hand hygiene through songs and games. Through learning and activities, children have been encouraged to not touch their mouth, eyes and nose. Staff are asked to use their own pens and only one person signs staff in and out of the nursery. In the event of being unable to gain adequate supply of soap/ hand gel/ tissues we will seek further trusted suppliers. All staff to undertake infection control and handwashing training prior to returning to nursery</p>	<p>In the colder weather the outdoor tap may become too cold for children's hands therefore sanitisation is recommended followed by handwashing upon arrival to the room.</p>			<p>SH Staff Dec 2020</p>
<p>Risk of transmission-infection control (Respiratory Hygiene)</p>	<p>Children Staff</p>	<p>Everyone is encouraged to cough or sneeze into their elbow or a tissue. Adequate supply of tissues are available. Bins are emptied throughout the day. Rooms are ventilated by opening windows and doors where possible. To avoid the use of fans where possible, unless the risk of overheating is greater. To avoid the use of blow heaters where possible, unless the risk of cold is greater. The central heating system will be used as necessary.</p>	<p>Where possible high level windows will be opened to reduce drafts. When areas are unoccupied, increasing ventilation will be considered Windows will be opened just enough to provide constant background ventilation.</p>	<p>All staff</p>	<p>Dec 2020</p>	<p>HP Dec 2020</p>

<p>Risk of transmission-infection control (Cleaning Frequently Touched Surfaces)</p>	<p>Children Staff</p>	<p>At regular intervals during the day frequently touched surfaces such as door handles, intercoms etc are cleaned. At a minimum this is done every two hours. Nursery toys/ equipment is cleaned and sterilised more regularly in all rooms At the end of the day appropriate toys and resources are sterilised in Milton solution overnight. Material resources are washed in the washing machine. If a child is sent home, we follow the Governments advice on Cleaning in Non- Healthcare settings. Children who are milk fed via bottles or beakers will have their own feeding equipment and for under ones all feeding equipment will be sterilised. Adequate supplies of cleaning products are available at all times from trusted providers. Unnecessary items have been removed from access and include some soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Play equipment is cleaned between groups using it and frequently touched surfaces are cleaned more regularly than normal. Disposable gloves used for cleaning are disposed of immediately after cleaning. Outdoor play equipment is cleaned between use. Ipad, Kindles and intercoms are only to be used by one member of staff per day and wiped down before and after use. Children should not be permitted to bring items from home into the nursery Trusted providers are used to source cleaning materials. When regular provider cannot be used, we will seek out other trusted source.</p>				
<p>Risk of transmission-distancing (Minimizing Mixing)</p>	<p>Children Staff</p>	<p>Children who become unwell at nursery are moved to an area at least 2 meters away from other people if possible. If they use the bathroom then the bathroom is disinfected after use. We encourage contactless delivery from external sources. Children are cared for in small and consistent groups. We reasonably endeavour to ensure that staff are not mixed in these groups. Groups use the same nursery room throughout the day and the rooms are thoroughly cleaned at the end of the day.</p>	<p>Staff are asked to wash their hands before changing groups or rooms.</p>			<p>HP Dec 2020</p>
<p>Risk of transmission-space management (Minimizing Mixing)</p>	<p>Children Staff</p>	<p>Setting adheres to the EYFS age-based space requirements. The use of the garden/ toilet/ nappy changing areas is managed to limit mixing. Unnecessary items from learning environments have been stored separately where possible, ensuring no fire exits are blocked.</p>				

Risk of transmission-staff distancing (Minimizing Mixing)	Children Staff	Only four staff members are allowed in the staff room at any one time. Staff who leave the building for a break are advised not to socialise with any staff outside of their group. Staff will avoid physical contact with other staff e.g. hugs and handshakes. Staff training and meetings will remain online.				
Risk of transmission-evacuation procedures (Minimizing Mixing)	Children Staff	In the event of a real fire/ terror alert, evacuation procedures must be followed. Fire/ terror drills will not take place as a whole nursery.	We can do a group fire drill to ensure that staff are compliant and competent at evacuation procedures. This will only take place if social distancing can be safely adhered to.	HP/ LF	Dec 2020	LF Jan 2021
Risk of transmission-PPE	Children Staff Parents	Staff wear gloves when handling food. Staff wear PPE as per usual policies and guidance. Face masks/ coverings are required when visiting shops. PPE is be provided for the staff member who is caring for the child while they await collection. Staff are not to wear their staff aprons on breaks or when leaving the nursery. Staff are asked to wash hands after removing gloves, aprons and other protection used while cleaning. Additional supplies of PPE will be ordered to prevent running out. A PPE kit is available in the office in the event of a suspected cases of corona. This bag includes a Guide for Donning and Doffing PPE. Staff wear face shields when greeting parents at the door. Vulnerable staff will not answer the door or participate in drop off or collection.				
Risk of transmission-Laundry	Children Staff	Bedding is washed weekly or more often if required. Children are encouraged to bring spare clothes which are individually labelled. Children and staff will remove coats before entering the room and these are stored apart if possible. Indoor shoes to be worn by both children and staff. Staff using public transport change into nursery clothes on arrival. Children's bedding is stored in individual packets after use and not folded into the sleep mat. Flannels, bedding, and contaminated items are washed at a minimum of 60 degrees.				

Risk of transmission- Parents	Parents Visitors Children Staff	<p>Parents/ carers are asked not to drop off or collect their child if they have symptoms of coronavirus.</p> <p>Nursery tours, interviews and parent events take place virtually.</p> <p>Antibacterial gel is provided for the parents at both entrances and in the buggy shed.</p> <p>Parents/ carers are encouraged to inform the nursery if they have been tested and diagnosed with Coronavirus.</p> <p>Parents/ cares should also inform the nursery if they have been in contact with anyone diagnosed with Coronavirus.</p> <p>Bakerloo and Jubilee/ Piccadilly children should be brought to and collected from the front door.</p> <p>Victoria School House children should be brought to and collected from the playground gate.</p> <p>No parent will enter the building unless settling in their child (See Parents Settling In Risk Assessment) or transitioning a child to another room.</p> <p>Parents leave their child with a member of staff at the door/gate. Their child is then handed back to them by a member of staff in the same way.</p> <p>We ask that only one adult per family can drop off or pick up their child.</p> <p>When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area following the floor markings</p> <p>We ask that parents leave the site promptly after dropping off children.</p> <p>Digital handover using Blossom is used in the Bakerloo and Jubilee/ Piccadilly rooms.</p> <p>Markings on the floor are present to ensure distancing between parents at drop off and pick up time. Staff will remind parents to use the one way system in place.</p>		HP/ LF	Oct 2020	H.P Oct 2020
Risk of transmission- extracurricular activities	Children Staff	<p>All Extracurricular Activities from outside companies will discontinue temporarily.</p> <p>Extracurricular Activities are taught in house by St. Patrick's Staff</p>				
Risk of transmission- travel	Children Staff Parents	<p>Work patterns of staff vary.</p> <p>We encourage the use of waking, cycling and own transportation where possible.</p> <p>Those using public transport are advised to follow Government advice.</p> <p>Staff should wear a face covering on public transport and follow the latest Government advice.</p>				
Wellbeing and development -EYFS	Children	<p>Children benefit from a broad range of educational opportunities.</p> <p>Staff remain alert at all times to any concerns about any child.</p> <p>Provide an environment that covers all 7 areas of learning</p>				

Wellbeing and development- Messy play	Children	Messy play is contained to be used by only one group and is not shared between groups. Malleable material such as playdough, sand and water is disposed off after being used. Children's hands are washed before and after handling messy play. Aprons are provided for children to wear. All equipment will be cleaned and dried after use.	Ideally the size of this group will be no larger than 15 children.	All staff	Dec 2020	H.P Dec 2020
Wellbeing and development- Outdoors	Children	As part of the daily routine, children receive outdoor exercise. Only one group has access to each area of outdoor space at a time. Outdoor play equipment is cleaned between use. Walks and outings may now take place (please see Outings Risk Assessment)				
Wellbeing and development- Food	Children	We provide a healthy and nutritious menu for all children. Online contactless food delivery is encouraged. Stringent cleaning procedures are used in the kitchen. Tables and table clothes are wiped down prior to food consumption. Food is sourced from online delivery services, if this is not possible then staff will visit the local supermarket and take precautions. Staff eat with the children at meal times to promote a community feel and to allow for staff breaks at varying times during the day to ensure ratio requirements are met.				
Supervision of children- Ratios	Children Staff	Ratio requirements are be governed by Ofsted guidance. Supernumerary management team members will work in ratio if required. A DSL is always be available at all times. A member of Paediatric First Aid Trained staff will always be available. The SENCO or the Deputy SENCO is available at all times The DSL can work from home as long as they are contactable at all times.				