

Risk Assessment Record

Area Name: Coronavirus (COVID-19)

Assessor: Lynnsey Fitzgerald/ Hayley Pook

Date Completed: 13th May 2020

Date updated 26th May 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 |
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| Environmental Hazards and Risks- empty building | Children Staff | Nursery Manager and Maintenance Man present in the building once a week since temporary closure. Taps in the building flushed weekly to prevent water stagnation and in turn minimise the risk of legionnaires. Pest control team has inspected during the period of temporary closure. Pest control measures have remained throughout. Daily risk assessment to be completed on return as per usual practice. Staff present the week prior to opening to ensure that environment is prepared and suitable for reopening. | Full Health and Safety Check of building and external areas to be completed prior to opening the nursery. | L.F | 02/06/2020 | |
| Risk of transmission-attendance (Minimising Contact) | Children Staff | 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 7 days. Children and staff whose household members have a new continuous cough and/ or a fever will not be admitted to St. Patrick's and will need to self- isolate for 14 days. If the nursery feels that a child is not well enough to attend nursery then they will be refused admittance. Staff members to call parents when a child is absent and record reason. Children will not be admitted into the nursery if they have had an infantile suspension. Children will wash their hands on entry. | All children and staff with symptoms will be encouraged to be tested for Coronavirus. If a test is negative they will be allowed to return as long as well enough to do so. Where the child or staff member tests positive, the rest of their Bubble will be sent home and advised to self-isolate for 14 days. Any child or staff member who is clinically extremely vulnerable due to pre-existing medical conditions will not be expected to attend as they have been advised to shield. Children or staff members who live with the extremely clinically vulnerable are not advised to attend the nursery. | All staff | June 2020 | |

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| <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 for 7 days. If anybody is sent home, we will follow the Government's advice on Cleaning in Non-Healthcare settings.</p> | <p>All children and staff with symptoms will be encouraged to be tested for Coronavirus. If a test is negative they will be allowed to return as long as well enough to do so. Where the child or staff member tests positive, the rest of their Bubble will be sent home and advised to self-isolate for 14 days. PPE will be provided for the staff member who is caring for the child while they await collection. Staff should wash their hands for 20 seconds after contact with someone who is unwell.</p> | <p>All staff</p> | <p>June 2020</p> | |
| <p>Risk of transmission-infection control (Cleaning Hands)</p> | <p>Children Staff</p> | <p>Everyone will wash hands or use anti-bac gel upon entering the building Children and staff will wash 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 will be encouraged to wash their hands for 20 seconds. Adequate supply of soap/ antibacterial hand gel is available from trusted providers. All staff have undertaken infection control and handwashing training prior to returning to nursery</p> | <p>Children will be assisted with washing their hands when they are not able to do so independently. We will encourage good hand hygiene through songs and games. Through learning and activities, children will be encouraged to not touch their mouth, eyes and nose. Staff will be asked to use their own pens and only one person will sign 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.</p> | <p>All staff</p> | <p>June 2020</p> | |
| <p>Risk of transmission-infection control (Respiratory Hygiene)</p> | <p>Children Staff</p> | <p>Everyone will be encouraged to cough or sneeze into their elbow or a tissue. Adequate supply of tissues are available.</p> | <p>Bins will be emptied throughout the day. Rooms will be ventilated by opening windows and doors where possible. To avoid the use of fans where possible, unless the risk of overheating is greater.</p> | <p>All staff</p> | <p>June 2020</p> | |

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| <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 will be cleaned. At a minimum this will be done at key pre and post contact times. Nursery toys/ equipment will be cleaned and sterilised more regularly in all rooms At the end of the day appropriate toys and resources will be sterilised in Milton solution overnight. Material resources will be washed in the washing machine. If a child is sent home, we will 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.</p> | <p>Unnecessary items will be removed from access. Items that are hard to clean, such as toys with intricate parts will be removed from the nursery rooms. Soft furnishings and soft toys will only be used if they can be easily cleaned in the washing machine. Play equipment will be cleaned between groups using it and frequently touched surfaces will be cleaned more regularly than normal. Disposable gloves used for cleaning will be disposed of immediately after cleaning. Outdoor play equipment will be cleaned between use. I pads, Kindles and intercoms will only 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 will be used to source cleaning materials. When regular provider cannot be used, we will seek out other trusted source.</p> | <p>All staff</p> | <p>June 2020</p> | |
| <p>Risk of transmission-distancing (Minimizing Mixing)</p> | <p>Children Staff</p> | <p>Children who become unwell at nursery will be moved to an area at least 2 meters away form other people if possible. If they use the bathroom then the bathroom will be disinfected after use. We will encourage contactless delivery from external sources.</p> | <p>If a clinically vulnerable member of staff cannot work from home, they will be offered the safest available role to ensure adequate social distancing (this includes pregnant staff). Children and staff will be allocated to small and consistent groups called "Bubbles". We will reasonably endeavour to ensure that children are always in their Bubble and are not mixed during the day, or on subsequent days. The same staff will be assigned to each Bubble and, as far as possible will stay the same during the day and on subsequent days. Bubble's will use the same nursery room throughout the day and the rooms will be thoroughly cleaned at the end of the day.</p> | <p>All staff</p> | <p>June 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.</p> | <p>Area dividers will be used to keep children in different parts of the room to ensure physical distancing. Floor markings will also be used to assist staff. The use of the garden/ toilet/ nappy changing areas will be managed to limit mixing. Unnecessary items from learning environments will be stored separately where possible, ensuring no fire exits are blocked.</p> | | | |

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| Risk of transmission- staff distancing (Minimizing Mixing) | Children Staff | | Staff breaks and lunches will be separate from others as much as possible and will be split up over the day. Staff who leave the building for a break will be advised not to socialise with any staff outside of their Bubble. Staff will avoid physical contact with other staff e.g. hugs and handshakes. Staff training and meetings will remain online. | All staff | June 2020 | |
| Risk of transmission- evacuation procedures (Minimizing Mixing) | Children Staff | Fire drills take place once a month to ensure staff competency and compliance. In the event of a real fire/ terrorism alert, evacuation procedures must be followed. | Fire/ terrorism alert drills will not take place at this time. In the event of a real fire/ terrorism alert usual evacuation procedures will apply. Bubble's will socially distance at the evacuation point if possible. | | | |
| Risk of transmission- PPE | Children Staff Parents | Staff will wear gloves when handling food. Staff will wear PPE as per usual policies and guidance. | Face masks/ coverings will be required when visiting shops. PPE will 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 will 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 will be available in the office in the event of a suspected cases of corona. This bag will include a Guide for Donning and Doffing PPE. | All staff | June 2020 | |
| 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 will be stored apart if possible. Indoor shoes to be worn by both children and staff. Staff using public transport will change into nursery clothes on arrival. Children's bedding will be stored in individual packets after use and not folded into the sleep mat. Flannels, bedding, and contaminated items will be washed separately and at a minimum of 60 degrees. | All staff | June 2020 | |

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| Risk of transmission- Parents and visitors | Parents Visitors Children Staff | Parents/ carers are asked not to drop off or collect their child if they have symptoms of coronavirus. Nursery tours, interviews and parent events will be postponed or cancelled. Parents will be encouraged to use antibacterial gel. Parents/ carers are encouraged to inform the nurse if they have been tested and diagnosed with Coronavirus. Parents/ carers should also inform the nurse if they have been in contact with anyone diagnosed with Coronavirus. Alcohol gel will be available for parents. | There will be staggered arrival and pick up times and parents will be informed of these allocated times. Bakerloo children should be brought to and collected from the front door. Jubilee, Piccadilly & Victoria School House children should be brought to and collected from the playground gate. No parent or unnecessary visitor will enter the building. Parents will leave their child with a member of staff at the door/gate. Their child will be handed back to them by a member of staff. Only one adult per family will be able to drop off or pick up their child. When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area. We will ask that parents leave the site promptly after dropping off children. Digital handover using Blossom will be used if possible Emergency services can attend the building, but social distancing will be maintained if possible (e.g. ambulance crew, British gas) Contractors will be allowed to enter the building following nursery opening hours and surfaces will be wiped down after their visit. | All staff | June 2020 | |
| Risk of transmission- extracurricular activities | Children Staff | | All Extracurricular Activities from outside companies will discontinue temporarily. Extracurricular Activities will be taught in house by St. Patrick's Staff Baking and cooking activities will be temporarily suspended. | L.F and H.P | June 2020 | |
| Risk of transmission- travel | Children Staff Parents | Work patterns of staff vary | We will encourage the use of walking, cycling and own transportation where possible. Staff will have different work patterns. Those using public transport will be advised to follow Government advice. | All staff | June 2020 | |
| Wellbeing and development -EYFS | Children | Children will benefit from a broad range of educational opportunities. Staff will remain alert to any concerns about any child. We will provide an environment that covers all 7 areas of learning | Parents to complete a "Returning to the Journey" Form on return to the nursery. | All staff | June 2020 | |

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| Wellbeing and development- Outdoors | Children | As part of the daily routine, children will receive outdoor exercise | Only one bubble may access the outdoor space at a time. Outdoor play equipment will be cleaned between use Consider children sleeping outside in a shaded area of the garden to ensure good respiratory hygiene. | All staff | June 2020 | |
| Wellbeing and development- Food | Children | We will provide a healthy and nutritious menu for all children. No food will be used for messy play or craft activities. 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. | Parents will be asked for up to date advice on their child's dietary requirements. Food will be sourced from online delivery services, if this is not possible then staff will visit the local supermarket and take precautions. Staff will 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. | J.S and L.F | June 2020 | |
| Supervision of children- Ratios | Children Staff | Ratio requirements will be governed by Ofsted guidance. Supernumerary management team members will work in ratio if required. A DSL will always be available at all times. A member of Paediatric First Aid Trained staff will always be available. The SENCO will be available at all times | The DSL can work from home as long as they are contactable at all times. If a staff member in a Bubble needs to leave the room for a short period (e.g. use the toilet) they may leave one other person in their Bubble as long as ratio is maintained within the room as a whole. | L.F and H.P | June 2020 | |