

## Coronavirus (COVID-19) Risk assessment

Date: May 2020

Review Date: September 2020

Red - high risk

Yellow – medium risk

Green - little or no risk

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> <li>• Families to be issued with staggered times to drop off/collect, as necessary. Social distancing to be adhered to at all times.</li> <li>• Parents to drop and pick up the children at designated times and areas. Parents are to demonstrate social distancing at all times. A member of staff will be available to welcome children.</li> <li>• Only children who are temperature and symptom free or have completed the required isolation period attend the setting.</li> <li>• 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 current isolation guidelines followed.</li> <li>• No toys, teddies or blankets (or similar) to be brought in from home.</li> <li>• Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, when changing rooms and as normal practices dictate.</li> <li>• Encourage children to avoid touching their face, eyes, nose and mouth.</li> <li>• 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.</li> <li>• 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.</li> <li>• Any child who has taken any form of paracetamol or ibuprofen will not be allowed into nursery for 48 hours after symptoms have ended.</li> <li>• Any child who displays signs of a cold will not be allowed in nursery until 48 hours after symptoms have ended and a negative test result.</li> <li>• Children taking time to settle after prolonged break and change in routine.</li> </ul>	<ul style="list-style-type: none"> <li>• PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING.</li> <li>• Families will not stick to staggered times or use good time management</li> <li>• Families will not stick to social distancing</li> <li>• Families will not be truthful about household health</li> <li>• Children will want toys/teddies/blankets from home, raising risk of contamination</li> <li>• Only 1 adult per family to drop off/collect, limit siblings that come with them where possible.</li> <li>• Staff will not challenge families about health</li> <li>• Hands will not be washed thoroughly</li> <li>• Children will touch face, hands, mouth</li> <li>• Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>• Families not telling us children have had medication</li> <li>• Enough staff in to ensure children can adapt easier to routine changes</li> </ul>

	<ul style="list-style-type: none"> <li>Only parents (or other permitted people) who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>Limit drop off and pick up to <u>1 adult per family</u> and stagger the timings where possible.</li> <li>Consider allowing parents to enter for the purpose of settling In where 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.</li> </ul>	
Physical distancing/grouping	<ul style="list-style-type: none"> <li>Care routines including provision of food should be within the space allocated to each “bubble” wherever possible.</li> <li>The use of communal and internal spaces should be restricted as much as possible.</li> <li>Outdoor spaces should be used by different “bubbles” at different times of the day.</li> <li>Return will be gradual with priority given to school leavers and vulnerable learners.</li> </ul>	<ul style="list-style-type: none"> <li>Parents need for childcare, to be able to return to work, will need to be juggled against ratios and “bubbles”.</li> <li>Staff mixing with different “bubbles” and cross contamination.</li> <li>Lack of space to have multiple bubbles</li> </ul>
Play and Learning	<ul style="list-style-type: none"> <li>Implement social distancing where possible:</li> <li>Small groups</li> <li>Parents to leave the site promptly after dropping off children.</li> <li>Minimise the resources available to those that can be cleaned effectively.</li> <li>Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing is virtually impossible with early years children.</li> <li>Parents will gather in social groups outside premises.</li> <li>Children will not understand they cannot explore the setting (free flow) or self-select toys and resources.</li> </ul>
Children’s Wellbeing and education	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Staff awareness of children’s needs and abilities</li> <li>Staff awareness of children needing more reassurance</li> <li>Follow current guidance on changes to EYFS, relevant to Covid 19 response.</li> </ul>
Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> <li>Children should be supported to do as much for themselves as possible.</li> <li>Limit number of children using sinks, queue to be in bathroom area or room</li> </ul>	<ul style="list-style-type: none"> <li>Children struggle to wait their turn.</li> <li>Children use to free flow with toilets,</li> </ul>

	<p>to allow for more space.</p> <ul style="list-style-type: none"> <li>Children should not attend if unwell.</li> <li>If an accident happens whilst it is dealt with no one else should use the bathroom.</li> <li>Once the child has been changed then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	<p>they may try to help others</p> <ul style="list-style-type: none"> <li>Not being cleaned properly</li> <li>Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom</li> </ul>	
If a child starts displaying symptoms.	<ul style="list-style-type: none"> <li>If a child begins displaying a continuous cough, a high temperature or other symptoms they should be sent home to isolate per the guidelines.</li> <li>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 an area which is at least 2 metres away from other people. A window should be opened for ventilation.</li> </ul> <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"> <li>Parents must agree to prompt collection within the new arrangement, before child starts back.</li> <li>If a parent cannot agree to prompt pick up, then the child cannot return</li> <li>Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers. To ensure prompt collecting if the child is poorly.</li> </ul>	
Workforce	Attendance	<ul style="list-style-type: none"> <li>Staff should only attend if they are symptom free, have completed the required isolation period or achieved a negative test result, or are not in the vulnerable or at risk groups.</li> <li>On line COVID-19 training must be completed and the new COVID-19 Policy read and signed by all returning staff.</li> <li>Risk assessing with regular health questionnaires for returning staff.</li> <li>Consideration should be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be vigilant on health and stay away if unwell.</li> <li>Testing is available to all key workers and their households.</li> <li>Current government guidance to be followed.</li> <li>Practitioners to receive a copy of policy and risk assessment documents before return. A copy will be retained at nursery signed by all staff to say that they have received and read a copy.</li> </ul>

		<ul style="list-style-type: none"> <li>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.</li> </ul>	
Food Preparation, snack and lunches		<ul style="list-style-type: none"> <li>Be mindful of the number of bubbles in food area. 1 bubble at a time.</li> <li>1 group per table.</li> <li>Staff and Children MUST wash hands before prep or eating,</li> <li>Staff and children MUST wash hands after eating.</li> <li>Adults to handle waste food after meal times as little as possible.</li> <li>Children and adults to be responsible for their own food rubbish where possible</li> </ul>	<ul style="list-style-type: none"> <li>Regular hand washing before prep and eating.</li> <li>Regular hand washing after eating.</li> <li>Children and staff to put their own rubbish in the bin.</li> <li>If children are very messy, staff need to use appropriate PPE to clean.</li> <li>Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere.</li> </ul>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> <li>Wherever possible, staff should remain with the small group of children, the “bubble” of children who they are allocated to.</li> <li>Social distancing must be maintained during breaks.</li> <li>Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>Where possible, meetings and training sessions should be conducted through virtual conferencing.</li> </ul>	<ul style="list-style-type: none"> <li>Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.</li> <li>Staff to engage with virtual conferencing via zoom. This can be done via Whatsapp on phone/tablet or laptop.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>All staff members must receive appropriate training on infection control for COVID-19 and the new operation policy and risk assessments within which they will be operate.</li> </ul>	<ul style="list-style-type: none"> <li>Training available online for infection control and covid 19. Certificates to be presented/mailed before staff starting back date.</li> <li>Read and Signed Policy and risk assessment on COVID-19</li> </ul>
	Physical distancing	<ul style="list-style-type: none"> <li>Only parents ( or allowed adults) who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>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 nursery boundaries whilst maintaining social distancing guidelines.</li> <li>Consider allowing parents to enter for the purpose of settling in sessions if</li> </ul>	<ul style="list-style-type: none"> <li>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 management will be informed and the family will have current guidelines, policy</li> </ul>

		<p>not doing so would cause a child distress.</p> <ul style="list-style-type: none"> <li>All measures should be taken to minimise contact between the parent and other children and staff members.</li> </ul>	<p>and social distancing measures reinforced to them</p> <ul style="list-style-type: none"> <li>Further breaches may result in loss of child's place at nursery</li> <li>Allowing parents to enter premises can put staff and children at risk.</li> </ul>
Parents and Visitors	Communication	<ul style="list-style-type: none"> <li>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.</li> <li>Management to clearly and promptly keep all staff informed of changes and details of policies etc.</li> </ul>	<ul style="list-style-type: none"> <li>Policy to be sent out to each family before return</li> <li>All families to return a signed copy of the COVID-19 policy before return</li> </ul>
	Visits	<ul style="list-style-type: none"> <li>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).</li> <li>Where essential visits are required these should be made outside of the usual Nursery hours where possible.</li> <li>New family show rounds should be done virtually with online support.</li> </ul>	<ul style="list-style-type: none"> <li>Produce virtual tour to go onto website.</li> <li>Unannounced visitors not to be admitted</li> <li>Visitors by appointment only</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>Wherever possible staff and parents should travel to the Nursery using their own transport.</li> </ul> <p>If public transport is necessary, current guidance on the use of public transport must be followed.</p>	<ul style="list-style-type: none"> <li>Guidance not followed</li> </ul>
PPE	Both Workforce and children	<ul style="list-style-type: none"> <li>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 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.</li> <li>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 suitable distance from others. PPE is only needed in a very small number of cases including:</li> <li>Children, young people and students whose care routinely already involves</li> </ul>	<ul style="list-style-type: none"> <li>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 example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>Disposable gloves, apron and suitable face masks to be available to staff to use if appropriate.</li> <li>Staff to be aware that PPE supplies are available and must be used</li> </ul>

		<p>the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p> <ul style="list-style-type: none"> <li>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 suitable 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 suitable 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</li> </ul>	<p>appropriately i.e. one pair of gloves at a time. Facemasks only when a child becomes unwell.</p> <ul style="list-style-type: none"> <li>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.</li> <li>All PPE, 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.</li> </ul>
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>Clean AND disinfect frequently touched surfaces throughout the day.</li> <li>This includes tables, chairs, resources, equipment, doorknobs, gates, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. Surfaces first, toilets last.</li> <li>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning not completed thoroughly</li> <li>Cleaning supplies not available</li> <li>Cleaning implemented before closure to be continued.</li> <li>Soft toys and furnishings to be removed from setting, where possible.</li> <li>Resources not in use should be behind plastic covers and disinfected before use.</li> </ul>
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> <li>Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>Where possible individuals should keep to one item to minimise risk</li> </ul>
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>Waste and cleaning of areas where possible cases have been, should be double bagged and disposed of immediately in the outside wheelie bin.</li> </ul>	
Created BY:	Lexden Lodge Kindergarten	COMMENTS: May 2020	