

Coronavirus (COVID-19) Risk assessment		
Establishment: Buxton Nursery	Assessment by: Laura Bowers	Date: May 2020 Updated 16/07/2020
Review Date: September 2020	Red – high risk Yellow – medium risk Green - little or no risk	Draft 19/5/20

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. Social distancing to be adhered to at all times.</li> <li>Parents to drop and pick up the children at the gate in the playground. Parents are to demonstrate social distancing at all times. A member of staff will be in the playground to welcome children and they will be signed in as they enter the room. Bags and coats will be kept on the pegs outside of the rooms.</li> <li>Only children who are symptom free or have completed the required isolation period attend the setting.</li> <li>On arrival at the nursery, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature, persistent cough or loss of taste or smell). 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 nursery or current isolation guidelines followed.</li> <li>No toys, teddys or blankets (or similar) to be brought in from home unless they are absolutely essential comfort items and in that case they must have been cleaned prior to being brought in.</li> <li>Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting.</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. (Face masks should be worn as advised for public transport, from 24<sup>th</sup> July face masks must also be worn when shopping).</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</li> </ul>	<ul style="list-style-type: none"> <li>PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING.</li> <li>Families may not stick to staggered times or use good time management</li> <li>Families may not stick to social distancing</li> <li>Families may 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 may not challenge families about health</li> <li>Hands may 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 might not tell us children have had medication</li> <li>Enough staff in to ensure children can adapt easier to routine changes</li> </ul>

		<p>to shield or is clinically vulnerable cannot attend the setting – however shielding is ending on 1<sup>st</sup> August. If in doubt families will be advised to seek medical advice.</p> <ul style="list-style-type: none"> <li>• Only parents 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 <u>1 adult per family</u> and stagger the timings where possible.</li> </ul>	
Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Contact will be minimised between the nursery room and pre-school room children.</li> <li>• Care routines including provision of snacks should be within the space allocated for each room wherever possible.</li> <li>• The use of communal internal spaces should be restricted as much as possible.</li> <li>• Outdoor spaces should be used by different groups at different times of the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff mixing between the different groups and cross contamination.</li> </ul>	
Play and Learning	<ul style="list-style-type: none"> <li>• Implement social distancing where possible: <ol style="list-style-type: none"> <li>1. Small groups</li> <li>2. Parents to leave the site promptly after dropping off children.</li> </ol> </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 may gather in social groups outside premises.</li> <li>• Children may not understand they cannot explore the setting (free flow) or self- select toys and resources (from resources not planned to be available on the day).</li> </ul>	
Childrens 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>• Develop a germ superheroes theme to enthuse the children.</li> <li>• Staff awareness of childrens 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 at the bottom of the stairs or in rooms to allow for more space.</li> <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 sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	<ul style="list-style-type: none"> <li>• Children struggle to wait their turn.</li> <li>• Children use to free flow with toilets, they may try to help others</li> <li>• Areas 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 or a high temperature, they should be sent home to isolate per the guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents must agree to prompt collection, before child starts back at nursery.</li> </ul>	

		<ul style="list-style-type: none"> <li>A child awaiting collection should be moved to the office which is the designated isolation room. A window should be opened for ventilation. Adequate PPE will be available in the room along with a thermometer, cleaning products, bags to store waste and a lidded hazardous waste container (to store waste for 72 hours or until a negative test result has been provided).</li> <li>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.</li> <li>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.</li> </ul> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to the NHS website. If a child is under 5 years of age parents should call 111. Children cannot return to the setting until they have a negative test result or have completed the isolation period. In the event of a confirmed case with a staff member, child or a member of their family all children and staff within that room will need to isolate for 14 days (advice will always be sought from the Coronavirus helpline).</p>	<ul style="list-style-type: none"> <li>If a parent cannot agree to prompt pick up, then the child cannot return to nursery.</li> <li>Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result.</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. (Face masks should be worn as advised for public transport and when shopping).</li> <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>	<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 – information can be found on the NHS website.</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>
Food Preparation, snack and lunches		<ul style="list-style-type: none"> <li>Be mindful of the number children/staff in one area at a time.</li> <li>Spread tables out as much as possible.</li> <li>Carefully consider where children are seated.</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 eaten food as little as possible.</li> <li>Children and adults to be responsible for their own food rubbish.</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>Adult only to load Dishwasher which is to be used on hot setting not eco.</li> <li>If children are very messy, staff need to use appropriate PPE to clean.</li> </ul>

			<ul style="list-style-type: none"> <li>Limited space for eating. Children at various stages of being self-sufficient. Children may struggle with basic table manners and cough, spit whilst eating.</li> </ul>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> <li>Wherever possible, staff should remain with their room (nursery or pre-school).</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 app on phone/tablet or laptop.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>All staff members must receive appropriate instruction and training on infection control and the standard operation procedure 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/emailed in line with their return date.</li> </ul>
	Physical distancing	<ul style="list-style-type: none"> <li>Only parents 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 settings boundaries whilst maintaining social distancing guidelines.</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.</li> <li>Further breaches may result in loss of child's place at preschool.</li> </ul>
Parents, committee 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 team to clearly and promptly keep all staff informed of changes and details of wages, policies etc.</li> </ul>	<ul style="list-style-type: none"> <li>Policy and risk assessment to be made available on our website, parents and carers will be sign-posted to this.</li> <li>All families to return a signed acknowledgement slip 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 setting 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>Consider staff meetings taking place via virtual conferencing such as zoom as required.</li> <li>New family show rounds should be done virtually using the slideshow of photos and the information available on our website.</li> </ul>	<ul style="list-style-type: none"> <li>Produce virtual tour to go onto facebook.</li> <li>Unannounced visitors not to be admitted</li> <li>Visitors by appointment only</li> <li>Staff to engage with virtual conferencing.</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> <li>If public transport is necessary, current guidance on the use of public transport must be followed (wearing a face mask).</li> </ul>	<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</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</li> </ul>

		<p>people you do not usually meet and where social distancing and other measures cannot be maintained, they are required to be worn on public transport and in shops (from 24<sup>th</sup> July). 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"> <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 distance of 2 metres 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 the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <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 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</li> </ul>	<p>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.</p> <ul style="list-style-type: none"> <li>• Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately.</li> <li>• 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.</li> <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, 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.</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, 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.</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 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>	
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>• 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:</li> <li>• the individual tests negative; waste can then be put in with the normal waste</li> </ul>	<ul style="list-style-type: none"> <li>• Storage issues with this – at present a lidded storage box labelled 'hazardous waste' will be available in the office. Disposal of waste needs to be planned to ensure the 72 hour period is met.</li> </ul>

		<ul style="list-style-type: none"> <li>the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ul>	
REVIEWED BY:	COMMENTS:		
Laura Bowers	Updated 16/07/2020 in relation to guidance which removes the restriction of bubbles (20 <sup>th</sup> July) and the requirement to wear a mask when shopping (24 <sup>th</sup> July).		