



Corona Virus risk assessment

The below measures will ensure the nursery adheres to the government guidelines and risk of the spread of infection is reduced as much as possible. Principally this is through:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

Hazard	People at risk	Measures put in place	Level of risk	Action (who,when?)	When achieved
Social distancing	All stakeholders	Several staff areas for staff to use for lunch breaks- staff to maintain social distancing in staff area	Low None	Staff to maintain social distance	28.5.20
		No parents through security doors, wherever possible (if senior staff deem it is suitable, the parent will be escorted to the child's room and instructed not to touch walls, doors etc) NB if on collection parents need to shelter in the reception area from rain, a senior staff member will create a one way system so that parents wait outside their child's door and are escorted through the fire exit, to reduce close contact in the reception area	Medium risk Low		1.6.20
			Low risk Low	Door bell to be installed by Glen Tables bought	28.5.20
			Low Low Low		16.5.20

		<p>Sink erected in car park so parents clean children's hands before entry</p> <p>Only one parent to bring and collect children where possible to reduce numbers in car park</p> <p>Staff to queue to use lockers where necessary</p> <p>Cook to leave meals on trolley outside kitchen so she doesn't have to go into each room</p> <p>Dividing rooms using furniture where necessary and sensible (after 20th July only under twos room divided)</p> <p>Children in garden room to have outdoor access with doorbell installed at gate to reduce mixing groups</p> <p>3 entrances created to reduce mixing of people</p> <p>Beds spaced out through room to maintain distance</p> <p>Breakfast items (cereals/milk etc) to be placed on trolley by Tina for staff to take into rooms</p> <p>Reduced numbers of staff in kitchen at any time</p> <p>Dirty crockery from rooms after meals to be stacked by staff on trolley for washing</p> <p>Parents kept up to date with measures as they change</p> <p>Ensure bathrooms don't become crowded during routine hand washing times</p> <p>Children to wash their hands when coming indoors from garden</p>	<p>Medium risk</p> <p>Low</p> <p>Low</p>		<p>14.5.20</p> <p>1.6.20</p> <p>28.5.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>27.5.20</p> <p>1.6.20</p>
Drop off/collection	Children/staff	<p>Parents asked to stay 2 metres apart while waiting in car park</p> <p>Only 2 parents in reception at once, distanced see NB above</p> <p>Only one parent from each family to bring and collect child</p>	Medium risk	Ask parents to socially distance while waiting	1.6.20

		<p>Staff to give brief verbal feedback in car park to parents</p> <p>Temperatures to be taken of staff and children (and any parents settling children on entry)</p>			1.6.20
Isolation period		<p>If a child or staff member becomes unwell they must self isolate for 7 days. Their family members must self isolate for 14 days</p> <p>Staff and children who become unwell are encouraged to get tested</p> <p>If a child or staff member is tested and the result is negative they can return to nursery and other family members can end self-isolation</p> <p>If a child or staff member tests positive then everyone in their bubble must be sent home and asked to self-isolate for 14 days (the other family members do not need to self-isolate unless the child or staff member develops symptoms (see below taken from implementing protective measures in education and childcare settings- updated)</p> <p>To obtain a test see https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</p>			
Sickness of staff/children	Other staff and children on site	<p>If a person becomes sick on site- taken to separate area and cared for until parents collect (carer use full PPE)</p> <p>If a sick child needs to use the bathroom it must be cleaned before others use it</p> <p>Staff member caring for sick child must wash hands for 20 secs after contact</p> <p>If temperature is raised on entry advised to return home</p>	Medium risk	All parents and affected key staff	

		<p>If a child is sent home they must apply for a test and not return to nursery until they have a negative result.</p> <p>If a test is not obtained then the family must remain at home for 14 days before returning to nursery in line with government guidance</p> <p>If a sick child has a positive test result parents of children in the bubble affected will be alerted and asked to self isolate for 14 days</p>			
Emergency contact update	children	All parents contacted to provide updated emergency contact details	medium	Ginny to contact all parents for updated information	29.5.20
Children's hygiene procedures	Children and staff	<p>Staff to teach children to wash hands appropriately and often</p> <p>Handwashing posters displayed and rotated through nursery</p> <p>Sink installed outside Explorers 2</p> <p>Staff remind children to cover coughs and sneezes (Catch it, bin it, kill it)</p> <p>Temperatures taken before entry</p>	Medium risk	Staff to monitor and ensure children wash hands appropriately when necessary through the day	1.6.20
Cleaning equipment	staff	<p>PPE bought to be used by staff</p> <p>All resources used each day to be cleaned (washed in hot soapy water and then sanitized) after nursery hours</p> <p>Cushions reduced and those left washed each day</p> <p>Soft toys taken away</p> <p>All handles/light switches/ exit buttons/ toilets/flush/taps/metal door/panels/sofa/tables/chairs/bannisters cleaned twice daily (washed with soapy water and sanitized).</p>	<p>Medium risk</p> <p>Medium risk</p>	<p>Towels bought to use to dry resources</p> <p>Staff to prepare the nursery rooms and resources before we re-open</p> <p>Staff to wear gloves when cleaning</p> <p>PPE bought for staff to use</p> <p>Cleaners brought back to start when staff are preparing to leave nursery</p>	<p>15.5.20</p> <p>1.6.20</p> <p>Daily completed</p>

		<p>Sink to be installed outside Explorers 2 to support handwashing with children returning from garden play</p> <p>Staff trained in infection control</p> <p>Opening times of nursery reduced to enable staff to clean resources ready for use the following day</p> <p>Cleaning of electronics such as nursery phone, tablets, keyboards, remote controls, access buttons to be cleaned and sanitized daily</p>			<p>27.5.20</p> <p>1.6.20</p>
Sharing resources	Children and staff	<p>No sharing resources between rooms without cleaning in between</p> <p>Extra resources placed in shed/on landing and kept in rooms through the day</p> <p>Resources rotated daily and then cleaned</p> <p>Staff to dish up meals and serve food onto individual plates using gloves</p> <p>Fruit at snack time to be given to children on individual plates</p> <p>Jugs to be kept in rooms and staff to pour drinks for children</p> <p>Use and then recycle containers/boxes/pots etc for use with water and paint</p> <p>Each room to have own art resources</p> <p>Remove resources that could spread infection- eg sand, playdough</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Staff to clean and display resources on landings for use</p> <p>Key staff</p> <p>Key staff</p> <p>Key staff</p> <p>All staff in preparation of nursery</p>	<p>1.6.20</p> <p>1.6.20</p>
Outdoors space	Children and staff	<p>3 divided zoned areas so groups can have lots of outdoors play without mixing</p> <p>Garden size increased to include car park area</p> <p>Resources cleaned at end of day</p>	<p>Low</p> <p>medium</p>	<p>Builder to make garden safe for use</p>	<p>20.5.20</p> <p>Spring 2020</p>

		Any extra-curricular activities to take place outdoors		Staff to clean resources ready for next day's use	
PPE use	staff	Face coverings provided for staff using public transport and nappy changing Disposable aprons and gloves ordered for staff use PPE used (inc face covering) if sick person cared for on site Staff who use public transport to bring uniform to change into on arrival	Medium Low medium	Staff Senior staff to have extra set of clothes on site to change into if a sick child has to be cared for	1.6.20 20.5.20
Other reducing contamination measures Or reducing infection		Shoes stored outside rooms Keep windows open to increase ventilation All staff to undertake training in changes to practice Staff to keep hair tied back/finger nails short/indoor shoes or socks/ Specific staff assigned to particular rooms for staff lunch cover Keep groups apart so mixing of children does not take place Reduced hugging where possible (children need hugs, especially when upset) No meetings in office due to size of room (use reception area or outside area outside baby room) Senior staff member to sign each staff member in so pens are not shared Prospective parents to only view the nursery when no children on site	Low Low Low Low Low Low	Staff Staff Ginny to undertake preparation with all staff Senior staff to monitor Senior staff to create rota All staff to be aware and sensible and wash hands when necessary Ginny and Charlotte Ginny/Charlotte and Kerry	27.5.20
Supply of food	children	All deliveries to be left in reception and unpacked with gloves on	Medium	Tina to monitor with Ginny	

		Delivery personnel not allowed past security doors			
Transport	staff	Staff issued with face coverings for use on public transport Public transport kept to a minimum where possible	medium	Staff to monitor	
COSSH	staff	Tina to update COSSH records accounting for new chemical substances used Staff to ensure they understand how and when to use chemicals	low	Staff to be aware of how to use each product safely	2.6.20

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.