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| **COVID-19 Risk assessment Activity assessed:**  **Nursery Phased Full Opening Assessment date: 01.06.2020**  **Assessment reference: Covid-19**  **Name of assessor: Jean Wills & Stephanie Simpson Review date: Ongoing** | | | | | | |
| **Identified Hazards** | **Persons at Risk and How They Might be Harmed** | **Controls Currently in Place**  **How is the risk controlled?** | **Further control measures that are in place.** | **Action by Whom** | **Current Risk Level** | **Level of risk with control measures in place** |
| Social Distancing between staff and children | Children and staff may come into close contact with each other which could potentially increase risk of passing on infection. | Staff are reminded to socially distance from each other.  Staff break times are staggered to minimise social contact.  Staff are reminded to socialise distance within the room.  Staff to minimise group sizes within the room and encourage outdoor play at all times.  Staff to minimise contact with children not in their cohort; change their own children’s nappies, story time, circle time only with their group | Staff to maintain distance where possible and to ensure all cleaning procedures are adhered to between rooms  e.g. staff fridge / toilet etc. | ALL STAFF | 4 | 1 |
| Drop off/  Collection | Parents, children and staff as in Number | Parents have been advised that only one parent may attend drop off and collection.  All parents must be encouraged to wear masks while they are on the premises.  Social distancing must be respected by each entrance.  Signs to be put up by all entrances to remind parents of the need for social distancing if waiting.  Parents must only be on the nursery premises for brief handovers. Handovers must be brief with all information being communicated via the Famly app, message or by phone.  Children must be ready to leave the setting for when a parent arrives to minimise handover time.  Items other than those which are essential must not be brought into nursery.  No toys to be shared between home. | Staff to be clear that long conversations cannot be conducted face to face with parents.  Children to be encouraged to walk into setting wherever possible to further minimise contact. | Manager/Deputy Manager | 3 | 1 |
| Settling in /focus meetings |  | Meetings for settling in to be held socially distanced in “Snug”  Parents to remain socially distanced from the rest of the children and remain within the snug or the one-way system. | Staff to ensure socially distance when meetings occur.  Staff to offer phone conversation meetings or Zoom  Staff to ensure masks are worn on the premises by parents | All staff | 4 | 2 |
| Isolation periods | Risk of infection to all. | Parents and staff advised that they must not attend nursery if they or their child has any symptoms of Covid-19.  All directed to government site for further information about isolation periods if a case is confirmed as positive for Covid19.  All staff advised of testing available if they have symptoms of Covid-19.  All staff supported with this process if they need to ring in sick. Measures in place to isolate all relevant children and staff if a case of Covid-19 is confirmed in the nursery. | JW to create an information sheet for all staff for reference if they or a member of their household develops symptoms of Covid-19. | Manager- JW | 4 | 2 |
| Sickness/ill ness (staff & children) | Risk of infection spread. | All advised that they must not attend nursery if they have any symptoms of Covid-19. If a child or member of staff develops symptoms then they must be sent home immediately / parents contacted immediately for collection of child.  Whilst waiting for a parent, the child must be isolated n the snug near the door and supervised by a staff member who will wear PPE including a face mask.  All other children will be removed to the garden until the child has been collected and the room cleaned. Once the child has been collected, the whole room will be deep cleaned before staff and children return to it.  All PPE and cleaning equipment e.g. paper towels, to be disposed of immediately to reduce cross infection. | Un well staff and child policy to be accessible for all staff and parents in paper and online to be used | Jean Wills & Stephanie Simpson | 3 | 1 |
| Emergency contact details/  procedures | All if there is unnecessary delay in contacting parents. | All contact details are available on the Famly app.  In the registration files and on email  All of these can be used to contact families once approved by the manager or deputy manager. | JW/SS to send out reminder to all parents to ensure their contact details are up to date on the Famly app. | Manager and deputy | 4 | 2 |
| Hand  washing Provision | All through cross infection | Touch points regularly cleaned throughout the day.  Staff trained in correct handwashing procedure.  Staff to support all children with handwashing to ensure correct process is followed.  Soap and paper towels available at each handwashing station. Signage available by each handwashing station to remind all the correct process.  Handwashing stations can be easily accessed by all children when in the garden. | Handwashing routines to be clearly established with all children including when returning from the garden. | All staff | 3 | 1 |
| Cleaning of equipment | All through cross infection. | Staff have an enhanced cleaning routine including touchpoints and all resources used throughout each day.  Any shared areas e.g. toilets or garden are being cleaned in between the use by each group / bubble.  Surfaces/toys that are touched regularly are cleaned as part of resetting the room.  Extra spray bottles, tissues, wipes are provided  All bins emptied at least daily. | To be continually assessed and improved where necessary. | ALL STAFF | 3 | 1 |
| Sharing of resources | All at risk of cross infection | No resources / toys to be brought in from home.  All resources to be minimised in each room.  All resources to be cleaned daily by each room.  Each area has their own set of resources which can be accessed and rotated. | All staff but led by the leaders. |  | 3 | 1 |
| Using outdoor space and equipment | Potential cross infection | As the use of inside resources and cleaning | All staff but led by the leaders. |  | 3 | 1 |
| Supply of PPE | All at risk if adequate PPE is not used | Usual PPE is to be continued with including nappy changing / toileting and the administration of first aid.  In addition, if a child displays symptoms of Covid-19 then a member of staff must wear PPE including a face mask and wait with that child until there are collected.  All staff have been instructed to inform the management when stocks become low.  In addition, this is regularly monitored by room leaders and the senior management team. | JW has ordered additional stock to ensure a ready supply is available in case of shortages. | Manager  All staff to keep an eye on stock and report when it is becoming low | 3 | 1 |
| Supply of food | Snack provided by nursery | All snacks are prepared by the staff member for the day  PPE is used as normal including the use of gloves and aprons  Handwashing is of particular importance  Lunch time is supervised by one member of staff who uses the same procedure (Please see snack time policy and procedure) | JW to provide food for snacks  No sharing food  Serving with the minimum of touching required | All staff | 3 | 1 |
| COSSH | All if chemicals / cleaners are accessed. | All COSSH products are stored in secure locations which cannot be accessed by the children. | Antibacterial sprays and cleaners being used consistently in each room / area, MUST be stored out of reach of the children. A designated area must be established in each room / area by the room leaders in conjunction with the management team. |  | 3 | 1 |
| RIDDOR | All if an incident is not correctly reported. | In line with HSE (Health and Safety Executive) we follow the guidance as set out below: You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:  • an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.  • a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.  • a worker dies as a result of occupational exposure to coronavirus. | In addition, we will follow guidance set out in https://www.go v.uk/guidance/c oronaviruscovid-19- getting-tested to support staff and parents with testing. |  | 4 | 1 |
| Vulnerable adults/  children | Vulnerable adults and children | Individual measures are in place to support any children who might be classed as vulnerable.  This includes offering them continued provision during the partial closure.  Vulnerable adults (staff) will be shielded in line with the Government guidelines. | Phased return offered to parents/children including those shielding. Currently no staff in this position. |  | 3 | 1 |
| Washing and staff uniforms | Staff and children at risk of cross infection | Staff have been told to ensure their complete uniform is washed daily to minimise cross infection between groups of children  Staff to remove uniform and change clothes before working in another group within the setting |  |  | 3 | 1 |
| Premises – windows and taps | All | Areas which have been closed will be well ventilated and taps run for the required amount of time (minimum of 5 minutes) to minimise the risk of infection from Legionella. Each area / room to be ventilated throughout the day by the opening of windows, whilst also considering the comfort of the children and overall temperature of the room. |  |  | 3 | 1 |
| Emergency drills e.g. fire | Staff and children – increased risk of infection | Emergency evacuation drills for fire and Lockdown are regularly practised with specific areas defined for gathering. | SMT to identify revised procedures to ensure bubbles do not mix during these evacuations. |  | 3 | 1 |
| Meetings / training / apprentice ships | Staff – increased risk of infection | All meetings will be socially distanced and held after work within the setting  All student training will continue but following the same guidance as full-time staff |  |  | 3 | 1 |
| Visitors from outside agencies | Staff, children and visitors at increased risk | Visitors from outside agencies to be kept at a minimum  No resource to be brought in from outside the setting  Meetings to be held within the snug and distanced from the children  Distanced observations may take place  PPE to be worn whilst the person is on the premises, wash and sanitise hands on entering and leaving the room.  They will be asked not to enter the building if they have any corona symptoms.  We have an QR code for visitors to scan and a visitors book to sign for track and trace purposes.  Feedback to be done in a socially distance way in our meeting room or phone call/zoom/teams conversations are also welcomed. |  |  | 4 | 2 |