

RISK ASSESSMENTS – Coronavirus (Covid-19) – October 2020

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing? What further action is necessary	Step 4 How will you put the assessment into action		
			Action by whom	Action by when	Done
Getting or spreading coronavirus (Covid-19) by not washing hands or not washing them adequately	<ol style="list-style-type: none"> Staff and their families Children and their families Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> Introduction of rigorous hand washing procedures. This is taught to children and implemented by staff and parents at home. Soap and a 20 second timer are provided for the children. Plus, single use paper for drying. Posters above each sink (adults and children) detailing the handwashing procedure Hand washing video to go on the website for parents to access before their child begins nursery Regular hand washing times are introduced for adults and children – on entering and leaving nursery, before and after eating, and after outdoor play – and reminder posters are placed around 	<p>Video of hand-washing technique to be sourced and put on the website Ali Pearcy</p> <p>Place 'when to wash hands' reminder posters in each room Ali Pearcy</p> <p>Buy and install a wall mounted hand sanitiser dispenser to be placed by the front door.</p>	<p>30th October 2020</p> <p>30th October 2020</p> <p>30th October 2020</p>	<p>11th November 2020 Ali Pearcy</p> <p>23rd October 2020 Ali Pearcy</p> <p>An automatic hand sanitiser unit is on table outside 29th October 2020 Ali Pearcy</p>

		<p>the nursery. This is as well as the usual times, such as after using toilet, after using a tissue, before and after nappy changing, before and after food preparation, etc.</p> <p>6. Hand sanitiser is provided for the occasions when adults/children cannot wash their hands, including outside the building for use before entering.</p> <p>7. Staff are required to sanitise their hands before entering the nursery building then wash their hands once they have put away their coats/bags, etc.</p> <p>8. Children will be encouraged not to touch their faces, especially picking their noses or putting their hands or toys in their mouths. We will use books and fun activities to help them understand about germs.</p> <p>9. Regular supervisions are in place to make sure people are following controls.</p> <p>10. Hand washing and</p>	Alison Toms		
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		<p>and/or drinking) in communal areas without children such as staff room and kitchen.</p> <ol style="list-style-type: none">7. Online meetings will be considered when necessary.8. Doors are left open (if safeguarding allows) in order to improve ventilation and reduce contact with touch points.9. Surfaces in the kitchen, staff room, and other communal areas are kept free from clutter to make cleaning easier.10. Staff to remove outdoor shoes on entering nursery and place on the shoe rack on the stairs. Bags to go in individual drawers outside the staff room. Coats to be spaced out in the cloakroom so they are not touching.11. Signs are up to remind people to wash their hands regularly and not touch their faces.12. Enhanced cleaning regimes are in place in all areas, especially			
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		communal areas and high touch areas/objects.			
Contracting or spreading the virus by not social distancing	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could catch coronavirus (Covid-19) from the viral droplets, leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> 1. Social distancing is implemented by all adults within the nursery. There will be no physical contact, including handshakes, hugs, etc. 2. Staff meetings will, for now, be held through virtual conferencing. 3. Children are kept within their own age groups and are kept apart as much as possible, including outdoor play. The adults will also stay within their appropriate age groups as far as possible ensuring a safe environment is maintained. 4. The use of communal internal spaces will be restricted as much as possible. 5. Cots and beds are spaced out by two metres. Sleep times are staggered. 6. Staff lunch times are staggered so no more than three staff are on lunch together. 7. Children are taught to cough/sneeze into their 			

		<p>elbow or use a tissue.</p> <p>8. If adults have to assist with wiping noses they will wear a pair of disposable gloves and wash hands after.</p> <p>9. Tissues are disposed of into a covered bin that is foot operated, and the bin is emptied regularly throughout the day. Baby room staff place tissues/wipes in a nappy bag and place in the usual bin (as it is not possible to use a pedal bin in the baby room)</p> <p>10. Windows are kept open in all rooms to ensure adequate ventilation.</p> <p>11. Children should be adequately spaced out during groups times, such as story times, using mats on the floor. Indoor group singing will not take place at this time. Spontaneous singing is not to be discouraged and singing outdoors to be encouraged.</p> <p>12. Social distancing posters are placed around the nursery to remind staff to keep 2 metres apart where</p>			
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		possible.			
<p>Getting or spreading coronavirus (Covid-19) by not cleaning surfaces and equipment</p>	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> 1. An enhanced cleaning schedule will be implemented, including furniture, surfaces, children's toys and equipment. 2. Communal staff areas and touch points are cleaned after each lunch sitting using Dettol wipes/spray. 3. Staff toilets, door handle and sink are sprayed with Dettol spray after each use. 4. Children's toilets incl. door handles, toilet flush, taps, toilet seats are sprayed with Milton solution hourly. 5. Frequently touched surfaces/touch points (door handles, window handles, windowsills, banisters, light switches, tables/chairs, cupboard handles and doors, phone, computer keyboards, tablets, toilets, taps, buttons on appliances, children's toilets/potties/ changing mats) are cleaned hourly throughout the day using Dettol wipes (or similar). Everything will be cleaned 			

		with disinfectant/Milton solution at the end of each day.			
Toys	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> 1. Toys are rotated on a daily basis to allow for cleaning. Only a small number of toys are used per day. All activities used in the baby room are cleaned daily. A plan is in place to ensure that all activities in the Montessori room and Conservatory, are cleaned throughout the week. Any small world toys which may be used 'cross group' will be cleaned at the end of the day that they have been used. The sand pit, playdough, and kinetic sand will not be used (or anything that is not easily washable) unless individually. 2. All activities will be risk assessed individually and adaptations to usual practice made as necessary. 3. Only personalised cups will be used. For now, we will suspend the use of water bottles and water dispenser 			

		<p>for the older children. Water will be poured from jugs by adults into personal cups. Cups will be stored out of reach of the children – rather than freely available.</p> <p>4. Garden equipment will be sprayed with Milton solution between each use (mud kitchen, A-frame, plastic climbing frame, play house, and any toys in black boxes that have been used)</p>			
<p>Laptop keyboards, tablets, cameras, stationary.</p>	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could touch a surface and catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> 1. Every adult has their own tablet which is not touched by any other adult or child as far as practicable. If tablets are shared they must be cleaned with a Dettol wipe between each use. 2. Tablets are cleaned with a disinfectant wipe at the end of each day. 3. Keyboards are cleaned after every use. 4. Cameras, unless they are used regularly, should be kept locked in the office upstairs unless they are needed. 5. Pens and other stationary 			

		should not be shared and cleaned regularly.			
Public transport	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> 1. Parents and staff are encouraged not to use public transport to get their children to nursery. If public transport is used, they must observe social distancing at all times, wearing a face covering (as per current guidance). 2. Where possible staff and parents should travel to nursery alone using their own transport (car, cycle, walking). 3. Children will not be taken on trips outside of the nursery on public transport. 4. Children will be taken on trips around the local area if it is for educational purposes. A risk assessment will take place beforehand to ensure social distancing can be maintained. 			

Items from home (blue bags, comfort toys, buggies, car seats,	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 	<ol style="list-style-type: none"> 1. At present children have been asked not to bring in toys from home, excluding 			
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<p>clothes, etc.)</p>	<p>3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<p>comfort toys but only if absolutely essential for their wellbeing.</p> <ol style="list-style-type: none"> 2. Sleep toys must be kept in blue bags and only removed at sleep time. The adult must wash hands before and after touching the toy. 3. New children may bring one comfort toy if it will help them settle, but this toy must be cleaned on arrival. 4. Children's pegs should be distanced so at no point are their coats, etc. touching. 5. If parents need to leave car seats and buggies, they must not be left inside the nursery. They should be left in the buggy park outside. We will do all we can to protect them, but parents must accept all responsibility for them if left with us. 			
<p>Chemical – cleaning substances, including hand wash, disinfectant, bleach.</p>	<ol style="list-style-type: none"> 1. Children 2. Staff <p>Could inhale fumes from mixed cleaning agents. Sore hands leading to infections.</p>	<ol style="list-style-type: none"> 1. Cleaning agents are never mixed. 2. Gloves and aprons (PPE) are provided 3. Hand creams should be used as necessary to prevent dry and sore skin. 	<p>COSHH data sheets to be placed in the health and safety folder Ali Pearcy</p>	<p>30th October 2020</p>	

		<p>Provided by individual staff to prevent allergic reactions.</p> <ol style="list-style-type: none"> 4. Hand creams can be used by children but permission must be sought from parents 5. COSHH data sheets have been printed and kept in the health and safety folder. 			
Parents, staff and visitors	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> 1. Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child. 2. Staff should only attend if they are symptom free, have completed the required isolation period, or achieved a negative test result. 3. Staff numbers will be limited at any one time to only those required to care for the expected occupancy levels on any given day. 4. Health questionnaires will be given out to returning staff. 5. Parents will not be allowed into the nursery. Their 			

		<p>child will be collected from and brought out to them. Parents will be advised how this is to be managed according to the age of their child.</p> <ol style="list-style-type: none">6. If anything must be filled in or signed, such as a medicine or incident form, the form will be attached to a clipboard and placed within a safe space for the parent to then retrieve and sign. They will then place the filled in/signed form back. When brought back inside the member of staff will clean the pen and the clipboard.7. Only 1 parent per family will be allowed to drop off/collect.8. Drop off and collection times will be staggered if necessary.9. Social distance rules must be maintained when waiting to collect their child.10. When visitors are allowed (not during nationwide or local lockdowns) potential parents will be required to socially distance, wear a			
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		<p>mask, use hand sanitiser, and be encouraged not to touch anything. Contact points will be cleaned after they have vacated the building.</p> <p>11. Parents will be allowed into the nursery to settle their child only if not doing so would cause their child distress. This will take place in a room with few children and staff. The parent must wear a mask. If in a nationwide/local lockdown situation we will only admit parents where they can be in a room with no other children/staff present other than the keyworker.</p> <p>12. Parents will be given clear communication regarding the role they will play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.</p> <p>13. If a tradesman needs to work, this will be done, where practicable, outside of normal nursery hours.</p>			
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<p>Mental wellbeing of staff and children regarding the current situation</p>	<ol style="list-style-type: none"> 1. Children 2. Staff <p>Mental wellbeing could be affected by the current stressful situation</p>	<ol style="list-style-type: none"> 1. All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. 2. Children must be supported in age appropriate ways to understand how to keep themselves safe. 3. Children must be supported to understand the changes and challenges they may be encountering, and staff will ensure they are aware of children's attachments and need for emotional support at this time. 4. Regular supervisory meetings will be planned to ensure staff are able to express their worries and concerns. 			
<p>Laundry</p>	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules 	<ol style="list-style-type: none"> 1. All items requiring laundering will be washed in line with NHS laundry guidelines. 2. Hands must be washed after handling dirty laundry. 3. Bedding/towels, etc. should be washed at 60°C, or 			

	<p>allow) Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<p>40°C using a bleach-based detergent.</p> <ol style="list-style-type: none"> 4. Laundry will be removed from the washing machine as soon as it has finished. 5. Bedding is not shared. 6. Towels, flannels, and toothbrushes will not be used at this time. 			
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> 1. Windows are opened in every room, including the toilet and staff room, each morning as part of the morning checks routine. 2. Central heating is used to keep the building warm whilst the windows are open. 3. Staff and children are encouraged to wear layers of clothing to ensure they are warm. 			
<p>Increased risk of complications from coronavirus for vulnerable workers</p>	<ol style="list-style-type: none"> 1. Staff who are classed as clinically vulnerable or extremely vulnerable 	<ol style="list-style-type: none"> 1. Staff who fall into these categories have been identified. 2. Through supervisory meetings, staff are encouraged to let management know if they begin to fall into one of these categories, e.g. a 			

		<p>medical diagnosis or they become pregnant.</p> <p>3. Personal risks to each person have been identified and systems have been put in place to protect them through social distancing and hygiene procedures, including working from home/away from the children if necessary.</p> <p>4. During a nationwide/local lockdown, clinically extremely vulnerable people will be encouraged to work from home/take leave/be furloughed. Clinically vulnerable people will take extra care/work from home as appropriate.</p>			
Exposure to workplace hazards due to lack of PPE	<p>1. Staff and their families</p> <p>2. Children and their families</p> <p>3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow)</p> <p>Anyone above could catch coronavirus (Covid-19), leading to complications related</p>	<p>1. Government guidance states that extra PPE is not required for general use in early years settings. PPE should continue to be worn for nappy changing and administration of first aid.</p> <p>2. Face coverings may be used in communal areas where social distancing is unable to be maintained and staff who wish to do so will be supported.</p>			

	specifically to the virus.	<ol style="list-style-type: none"> 3. The manager must ensure an adequate supply of essential supplies are in place. There must be contingency plans to minimise the impact of any shortages. 4. The nursery will not be able to operate without these essential supplies required for infection control. 5. Stock levels are regularly reviewed and more stock than required is ordered. 			
Staff mobile phones	<ol style="list-style-type: none"> 1. Staff and their families 2. Children and their families 3. Visitors to the setting (such as maintenance, and to include visiting parents and children as lockdown rules allow) <p>Anyone above could catch coronavirus (Covid-19), leading to complications related specifically to the virus.</p>	<ol style="list-style-type: none"> 1. Mobile phones to be cleaned with anti-bacterial Dettol wipes on entering nursery. 2. Staff mobile phones are kept in individual pockets in the hall or in own bags in drawers upstairs. 			

This risk assessment was adopted on:

Signed on behalf of the nursery:

Date for review: