

Situation being assessed		COVID-19 Pandemic, 1 st August 2020		Location	Little Learners	Date	30 th July 2020		
Risk assessor		Karen Collier, Nursery Manager		Persons covered	All staff, children, parents and visitors				
List the hazards below Remember to talk to those actually involved in the situation	Un controlled Risk			<u>Existing</u> Measures being taken to control the risk	<u>Additional</u> control measures	Controlled Risk			By who? By when?
	E	M	M/M			I	E	M	
Risk of Coronavirus being spread in the nursery		20		<p>Maintain small groups/bubbles: -Children will be in age groups of peers as usual. The age groups are usually organised like this: Babies will remain in baby room Toddlers due to low numbers will join preschool room as they have open access to garden.</p> <p>- consistent staff care for the same age group and are appointed key children</p>	<ul style="list-style-type: none"> - bubbles will consist of no more than x16 as per the government guidance - x2 consistent staff members in charge of the children in their bubble (preschool will be consistent of two bubbles daily) - We have set out x2 M markings on the floors of the nursery to indicate where children/staff can sit. - Preschool aged children (up to 13 a day) will be divided into x2 separate bubbles - Practitioners must use communication to ensure there is safe passage to travel to the bathroom... (staff can indeed have set toilet breaks for their bubbles) - Only 2 members of staff in the staff room at any one time due to limited space. Staff can use reception area for lunch or garden. The manager will use the office only. 	12			

<p>Risk of coronavirus spreading at drop off and collection times</p>	<p>20</p>				<ul style="list-style-type: none"> - X1 parent to drop their child off into the nursery only to avoid congregations in small spaces. - Practitioners have a register in each age group room opposed to one central register - Room leader of the room will note on their personal register the time of the entrance and exit of children, also which parent collected no parents to sign their children in. - Staff register sign in and out sheet monitored by Nursery manager only. - Drop offs of children will be quick hand overs. - We ask parents keep the social distancing outside the nursery building while waiting to drop their child off at nursery. The same applies to collection time. - Parent to wait outside nursery after pressing the buzzer to let us know they have arrive so as we can get their child ready. - - <p>2m guidelines to stand in place for queuing in from of the building</p>	<p>-</p>			<p>8</p>		
<p>Risk of coronavirus spreading when communicating and reporting development milestones, accidents, incidents and food consumption face to face with parents</p>	<p>20</p>				<ul style="list-style-type: none"> - No home-link handover sheet completed but communication raised via phone during the day or verbal at end of the day - Accident forms will be completed by the staff member and emailed to parent during the day. This is to save time so as this doesn't delay the congregation at collection time - A phone call to parent if the child had head accident or serious accident at the - Photo of the accident form on Tapestry, we ask parent to comment to evidence acknowledgement... staff sign to witness parent discussion/ communication. Accident form filed. 	<p>-</p>			<p>8</p>		

Risk of coronavirus spreading when moving around nursery	20				Children to bring only essential items to nursery	<ul style="list-style-type: none"> - Children and staff belongings that come into the nursery will be minimal as possible - Children's belongings will be required to go in to the child's named peg with in their age group room with them so as to avoid any contamination in communal areas - By storage of personal items being within the room that adult works, congregation in communal areas will be avoided - Packed lunches stored on the children peg just outside the room of the nursery so staff don't need to enter the kitchen or any other rooms - Staff toilet will be cleaned by the staff member using it before leaving the toilet area using antibi wipes. 		8			
Risk of coronavirus spreading when visitors attend the nursery	20				<ul style="list-style-type: none"> - Visitors book signed in on entry and show ID - Visitors also to use antibacterial gel on their hands when entering the nursery 	<ul style="list-style-type: none"> - Minimal number of visitors to come into the setting, temp refusal for show around visits, assessors, teachers, SEND staff. - Manager to sign the visitor in on the guest book - Antibacterial gel to be used on entry to the building - Spanish and dance lessons postponed until further notice. 		8			
Risk of coronavirus spreading during normal nursery daily routines	20				Routine and timetable	<ul style="list-style-type: none"> - Shorter opening time days of 8-6pm, staff in separate bubbles to complete 8-5 or 9-6pm shifts - Home link books will NOT be completed to reduce contamination risk. - Parents will be reassured staff will contact parents if we have any issues or fears that need to be communicated during the nursery day - Flexibility in garden play occurring... communication in rooms to organise who plays when - Sleep times to occur in individual rooms with individual bubbles only. 		8			
	20				<p>Staff absence</p> <ul style="list-style-type: none"> - Communication and reporting system in place to contact line manager ASAP to report absence - Record of staff absence made on SharePoint - Return to work meeting and paperwork filed on return - If COVID related absence, staff must have a test completed and negative test results in order to reply to the setting 	<ul style="list-style-type: none"> - Contingency staff to cover bubbles - Reporting positive COVID diagnosis to LA 		12			

	20			<p>Staff Breaks</p> <ul style="list-style-type: none"> - Rota staff completing 9 hours shifts including x1hour lunch break during the middle of the day 	<ul style="list-style-type: none"> - X2 staff members in each age group, the staff will be swapping with the other for an hour lunch break - During staff breaks 2m distancing must occur! - Staff are permitted to sit in the nursery garden during breaks, or go out into the community - 			8	
	20			<p>Mobile phone storage, due to safeguarding, no staff members can have their phone in the nursery rooms with children.</p>	<ul style="list-style-type: none"> - To avoid all phones being stored together as per usual practice, staff will be given a specific space for their mobile phones and personal belongings to be stored. Three separated boxes as staff. - 			8	
	20			<p>PPE</p> <ul style="list-style-type: none"> - PPE in place for all caregiving experiences (disposable gloves and aprons) - Staff to wash their hands regularly and have their own personal antibacterial hand gel with them at all times. - Children encouraged to wash their hands and more regularly with soap and running water 	<ul style="list-style-type: none"> - New gloves on the staff member for each child when applying sun cream - Staff to wash hands or apply antibacterial to hands after every child has sun cream applied 			12	
	20			<p>Children's self-care (incl toileting):</p> <ul style="list-style-type: none"> - Staff members to be vigilant and clean children's toilets after EVERY use - Children are encouraged to be independent with toileting, verbal support offered by staff or staff wearing PPE - Staff will wear PPE of gloves and aprons when dealing with children going to the toilet 	<ul style="list-style-type: none"> - Disposable paper towels used in the bathroom to go into the bin after use every time - Sinks cleaned with antibacterial spray/ wipes after every use as much as possible 			8	
	20			<p>Mealtimes:</p> <ul style="list-style-type: none"> - Staff to wear gloves and aprons every mealtime - Children and staff to wash their hands before and after every meal time 	<ul style="list-style-type: none"> - All equipment to be thoroughly wash in hot water - Cereal and equipment kept in the age group rooms. - Packed lunches to be brought in by the individual children, packed lunches to go into the children's rooms with them and be stored in their daily. Child to have food from their box only. - Staff to wear gloves to assist with meal time eating - Hand washing or Antibacterial gel used regularly - Children to bring in their own labelled water bottle for daily use, this is to go home with the child every day and have parents wash and clean at home 			8	

	20			<p>Handwashing</p> <ul style="list-style-type: none"> - Warm running water of 43 degrees is accessible at all times, and antibacterial soap with easy push access in the bath room. 	<ul style="list-style-type: none"> - Disposable paper towels used in the bathroom to go into the bin after use every time - Hand washing to be regular or antibacterial gel to be used by staff. Children should not be using hand sanitizer unless absolutely necessary. - Doors to bathroom open so as to avoid excess touching of handles 		8	
	20			<p>Cleanliness – resources (including soft furnishings and malleable play)</p>	<ul style="list-style-type: none"> - All soft furnishings removed from nursery play areas and put into storage - Play equipment is steamed cleaned by staff at the end of each day or session. - Bed sheets washed daily after use as usual, plastic beds wiped over with antibacterial. - When play doh is made this will be for the specific use of each individual sharing - Tables chairs and resources washed after every use using antibacterial spray - No sand or water play permitted - Lots of garden play 		8	
	20			<p>Cleaning rota</p>	<ul style="list-style-type: none"> - 5 hours deep clean on the weekend of 27th/28th June - Cleaner to commence work 2 hours every evening from Wednesday 1st July evenings - Staff and practitioners to clean all toys, which go into children’s mouth immediately after observing, hard surfaces to clean quickly after use. - All chairs tables and play equipment steam cleaned at end of each day. 		8	
	20			<p>Removal of waste (incl nappies and bins)</p> <ul style="list-style-type: none"> - Daily removal of waste bins from every room of the nursery into the big storage bins outside - Storage bins for waste and nappies collected x1 weekly 	<ul style="list-style-type: none"> - Gloves to be worn when removing waste from the nursery to the outside bins, hands washed when re-entering the nursery 		8	
	20			<p>Environment</p>	<ul style="list-style-type: none"> - Bubbles created based on register... - Staff MUST wipe down the toilet area every time after use. - Staff must enter through front door and avoid walking through other people’s bubbles -rigorous cleaning rota in place 		8	

	20			<p>Fire evacuation</p> <ul style="list-style-type: none"> On return to work, staff reminded of evacuations procedures Fire evacuation booked to take place within?? of nursery reopening Staff update fire marshal training where required 	<ul style="list-style-type: none"> Risk OF COVID being contracted but the imminent threat of fire in an emergency vacate the building will be evacuated as quickly as possible, following usual procedures Once arrived at assembly point, bubbles will social distance again. 	12		
	20			<p>Ventilation:</p> <ul style="list-style-type: none"> Windows to be open in all rooms of the nursery for the entire or the day 	-	8		
	20			<p>Signage, posters and prompts</p> <ul style="list-style-type: none"> Posters and signage on display to communicate prompts for washing hands and what measure we are putting into place to keep children safe 	<ul style="list-style-type: none"> Parent visual display on windows at the front of the building created to reassure new measures in nursery, also for parents to feel confident to raise concerns and confront break in planned measures 	8		
	20			<ul style="list-style-type: none"> Outdoor play DAILY for all children Staff to use intercom phones to communicate who will be going outside at what time. 	<ul style="list-style-type: none"> No bubbles to be mixed during outside play No soft furnishings outside Garden equipment and toys to be continuously cleaned 	8		
Suspected cases of COVID-19 (staff or child)	20			<ul style="list-style-type: none"> If a child, becomes unwell with symptoms of coronavirus (COVID-19) while in the setting. Parent is contacted ASAP and informed when there is a suspected case to be extra vigilant for symptoms within their family Child to go home ASAP and receive a test for COVID If a staff member becomes unwell with (COVID-19) symptoms then the staff member will be sent home immediately and asked to have a test for COVID 	<p>The child will be removed to the isolation area near reception.</p> <p>Parent will be contacted ASAP to collect the child.</p> <p>A family member of staff will remain with the child until parent arrived.</p> <p>The staff member can use PPE including face mask during this time and try to keep social distancing in place unless the child becomes distress then the child's well-being will be paramount.</p>	8		

Confirmed case (staff or child)	20				<ul style="list-style-type: none"> - 14 days isolation for entire house hold if they person receives a confirmed case of COVID - Entire bubble and staff to self-isolate for 14 days if there is a positive diagnosis within a bubble - If negative response the family can come back into the setting immediately - Staff will inform all families of the children 'in that bubble' if a positive diagnosis is found of children within a bubble - Purchasing of new, reliable electronic thermometers 		12				
Additional comments	20				Parent agreement in place so as to ensure every person entering the nursery is fit and well to do so	- Parents to sign an agreement		8			

Guidance:

Risk Assessment Scoring Process (taken from LifeLine Project's Risk Policy)

The following tables should be used to guide the risk scoring process. The tables are based on the Charity Commission's (2010) guidance.

(a) Impact of the risk: score descriptors

Descriptor	Score	Impact on service and reputation
Insignificant	1	No impact on service No impact on reputation Complaint unlikely Litigation risk remote
Minor	2	Slight impact on service Slight impact on reputation Complaint possible Litigation possible
Moderate	3	Some service disruption Potential for adverse publicity – avoidable with careful handling Complaint probable Litigation probable
Major	4	Service disrupted Adverse publicity not avoidable (local media) Complaint probable Litigation probable
Extreme	5	Service interrupted for significant time Major adverse publicity not avoidable (national media) Major litigation expected Resignation of senior management and board Loss of beneficiary confidence

(b) Likelihood of the risk occurring

Descriptor	Score	Example
Remote	1	May only occur in exceptional circumstances
Unlikely	2	Expected to occur in a few circumstances
Possible	3	Expected to occur in some circumstances
Probable	4	Expected to occur in many circumstances
Highly probable	5	Expected to occur frequently and in most circumstances

(c) Risk score

Use the Risk Scoring matrix below to calculate the risk score and level of risk.

Risk Score = (impact x likelihood) + impact

Impact	Extreme	5	10	15	20	25	30
	Major	4	8	12	16	20	24
	Moderate	3	6	9	12	15	18
	Minor	2	4	6	8	10	12
	Insignificant	1	2	3	4	5	6
			1	2	3	4	5
			Remote	Unlikely	Possible	Probable	Highly probable
			Likelihood				