

Situation being assessed		COVID-19 Pandemic, returning to nursery 1 st July 2020			Location	Little Learners	Date	15 th June 2020					
Risk assessor		Becca Clements, 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	<ul style="list-style-type: none"> Ideally eliminate or if not possible reduce and control the risk Is Personal Protective Equipment required as a last resort? 		E	M	M/M	I		
Risk of Coronavirus being spread in the nursery		20				<ul style="list-style-type: none"> - Children will be in age groups of peers as usual. The age groups are usually organised like this: <ul style="list-style-type: none"> x2 baby rooms 2 years and under (MAXx6) 2-3years (MAX 8) 3+years. (14 max per day) - consistent staff care for the same age group and are appointed key children - Baby room - Ellie and Chloe (covering) - Toddler room - Terri Stanley and Amber - 2-3 room – Hope and Shelby - Preschool room – Jodie (covering), Viktorija and Emma. 		<ul style="list-style-type: none"> - small groups of children and staff, no mixing of age groups, consistent staff and childcare per age group. - 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. This will be encouraged as much as possible for children and WILL ALWAYS be maintained by staff - 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) - Staff Office/room is off limits for sitting due to being so small, the manager will use the office only (although staff can enter to use the toilet only) - Staff can sit in the garden, go out into the community for their lunch break, - ALWAYS have windows open, clean everything used and touched - staff must continuously clean everything used and touched and also remaining 2m social distancing to others at all times! 		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... each bubble will have a designated slot for drop off (2's room 8am, and baby room. Preschool 8:15am onward daily) - We ask parents to call ahead at collection time so as we can get their child ready. - Hand washing stations in place at the outside key pad authorisation gate - Only x2 car parking spaces in use... Front garden area to have 2m distancing in place marked for if there are busy times at nursery - 2m guidelines to stand in place for queuing in the side alley way as well as front garden 	<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 books completed but communication raised via phone during the day - Accident forms will be completed by the staff member and phone call to parent at the time so as this doesn't delay the congregation at collection time - 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>		

<p>Risk of coronavirus spreading when moving around nursery</p>	<p>20</p>				<ul style="list-style-type: none"> - Shoes removed on entry to the setting 	<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 into 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 in the nursery room of that bubble so staff don't need to enter the kitchen or any other rooms - If staff wish to go to the toilet in the staff room, they must use the intercom phones to check convenience. - 2's staff will come through the front door to avoid crossing bubbles with preschool. Staff toilet must be cleaned after every use. 			<p>8</p>		
<p>Risk of coronavirus spreading when visitors attend the nursery</p>	<p>20</p>				<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. - Manager to sign the visitor in on the guest book - Staff responsible for signing themselves in and out on their personal register per age group 			<p>8</p>		
<p>Risk of coronavirus spreading during normal nursery daily routines</p>	<p>20</p>				<p>Routine and timetable</p>	<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. 			<p>8</p>		

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 ratio of children ... Becca the manager is supernumerary to cover, Abby is also accessible. - 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! - Front door used only so as to avoid walking through other people's bubbles - Staff are permitted to sit in the nursery garden during breaks, or go out into the community - Providing upstairs baby room is empty staff can use this for their break only if windows open for ventilation. And all staff clean up after themselves what they touch etc along with 2m distancing 		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. (2-year-old staff in utility room, preschool staff in the UNUSED kitchen, baby room staff in the spare empty baby room) - As mobile phones will no longer be monitored by the nursery manager in the staff room, staff must agree to mobile phone storage agreement. Signed and dated 		8			
20				<p>PPE</p> <ul style="list-style-type: none"> - PPE in place for all caregiving experiences (disposable gloves and aprons) - Staff to use antibacterial hand gel very regularly, especially after each child has been attended to - Children encouraged to wash their hands and use antibacterial gel under staff supervision. Or washing 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 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 every meal time - Nursery chef to return, personal hygiene of paramount importance... new uniform daily, clean hands, no jewellery on. 	<ul style="list-style-type: none"> - Breakfast supplied, disposable bowls. - Cereal and equipment kept in the age group rooms. - Staff to wear gloves to assist with meal time eating - 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 - Staff to wear gloves to assist with meal time eating and to serve children food themselves (no self service and sharing of tools) - Staff should not be going in and out of the kitchen!... no, walking through each others age groups either. Carla to assist giving the food out to age groups. 			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 - Antibacterial gel to be used very regularly by staff and children - 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 - Bed sheets washed daily after use as usual, plastic beds wiped over with antibacterial, beds can also be labelled with frequently attending children's names - 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 be cleaned quickly after use. - Beds to be labelled and used by the same child daily where possible 		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 use the intercom phones to check there is clear travel passage to get to the x1 and only staff toilet - 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 	<ul style="list-style-type: none"> - Air con units are all separate in each age group room / bubble, therefore air con/ heater units can be used 	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 	<ul style="list-style-type: none"> - Parent visual display 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 age group of children or separate staff to be mixed during outside play - No soft furnishings outside (or inside) - 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, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) 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 - parents in that bubble informed when there is a suspected case to be extra vigilant for symptoms within their family - staff or child to go home ASAP and receive a test for COVID 			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				