

COVID 19 Risk assessments

Hazard/area	Risks	To whom	Control measures	Remaining risk (Low, medium, high)
<p>Pick up and drop off Entering the building</p>	<p>Adults</p> <ul style="list-style-type: none"> ➤ Being unable to social distance between staff and parents ➤ Parents not social distancing between themselves ➤ Staff/parents passing virus on ➤ Parents trying to enter the building <p>Children</p> <ul style="list-style-type: none"> ➤ Children becoming upset ➤ Children passing on virus 	<p>Parents Staff Children</p>	<ul style="list-style-type: none"> ✓ Social distancing notice in place for parents to read ✓ All staff and parents to wear a mask when doing picking up and drops offs ✓ Staff to wear masks when answering the door for any other reason i.e. deliveries ✓ Parents to wait in their car until the door is clear. First come first serve basis. ✓ Parents to ring nursery for collection/drop off not to ring doorbell. ✓ Parents must ring once they have arrived at the setting to collect or pick up ✓ Staff from the child's bubble to collect child from parent at the front door and to take them directly to their room. ✓ Staff to collect child from their room and take them directly to their parent. ✓ Only one parent at the door. ✓ If you are walking to the setting, please ring once you arrive and wait your turn. Maintain social distancing. Wait by the fence/gate. ✓ Only a parent who is symptom free may drop a child off. ✓ If an adult is told to shield, please do not send them to the nursery to collect your child. ✓ Please limit the different number of people who will collect your child ✓ Staff to limit the time at the door with parents-keep it brief to reduce contact time to a minimum ✓ Staff must encourage children to walk to their room with their own belongings if the child is able to. 	<p>Low risk</p>

			<ul style="list-style-type: none"> ✓ For younger children staff will carry the belongings/and or the child. ✓ Staff will contact parents to let them know how they settled via email/telephone (if necessary) ✓ Children and staff will wash their hands as soon as they reach their room. ✓ All staff will sanitise their hands upon arrival before proceeding into the nursery. ✓ Only one staff member may enter the building and the others must wait until they have left the front foyer (same leaving the setting) ✓ Parent will be asked at drop off if any family members are displaying any symptoms, if they are the child cannot be left at nursery and must follow the government guidelines <p>Signs for coronavirus:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <ul style="list-style-type: none"> ✓ Staff will give a cuddle to a child if they need one. Their wellbeing remains a high priority, but children will not be given them for no reason. Staff will be very much warm in their approaches to the children. ✓ PPE provided for staff if they require it 	
Belongings	<p>Adults</p> <ul style="list-style-type: none"> ➤ Bags etc may hold the virus ➤ Toys may hold the virus 	<p>Staff Parents children</p>	<ul style="list-style-type: none"> ✓ All children's bags will be cleaned on arrival therefore must be wipeable ✓ Children must not bring toys into the setting ✓ Any comforters must be kept to the minimum (staff will clean them as needed) 	Low risk

	➤ Comforters may hold the virus		<ul style="list-style-type: none"> ✓ Staff belonging will be kept in their locker. ✓ Lockers must be wiped clean at the end of every day ✓ Anyone entering the building must sanitise their shoes before they proceed pass the entrance or put shoe coverings on. 	
Cleaning	All areas of the nursery must be cleaned thoroughly	Staff Children Parents	<ul style="list-style-type: none"> ✓ Toys will be cleaned on a regular basis each day ✓ Door handles, walls, work surfaces, light switches etc will be cleaned frequently ✓ At the end of each day the room will be cleaned down ✓ High traffic areas will be cleaned down frequently and the end of every day ✓ The setting will have a good supply of cleaning products before opening ✓ Daily audit will be kept on the volume of cleaning products, so the setting has enough time to purchase more so it does not run out ✓ All rugs/cushions will be removed ✓ Garden apparatus will be cleaned down after each room has used the garden ✓ Doorbell to be cleaned after every ring ✓ Telephones/IPADs etc must be cleaned down after every use ✓ Staff must ensure they have all they need in terms of PPE in their room before they start to welcome children ✓ All rooms with a window will have one open for ventilation ✓ All bins will be emptied daily or sooner if needed and cleaned thoroughly ✓ Tissues will be disposed in bins and then collected by the waste disposal company 	Low risk
Activities	Activities will be provided for the children as		<ul style="list-style-type: none"> ✓ All sand will be removed for the foreseeable future 	Low risk

Toothbrushing	<p>learning through play is the best way to learn.</p> <ul style="list-style-type: none"> ➤ Passing of the virus ➤ Resources not being cleaned <ul style="list-style-type: none"> ➤ Toothbrushes touching ➤ Cross contamination 		<ul style="list-style-type: none"> ✓ Any resources that will be hard to clean will be removed (this includes soft furnishings such as rugs, bean bags, cushions) ✓ Toys will be reduced but can be rotated ✓ Children will have access to the garden each day but must remain in their room bubble. ✓ Children will have their own playdough kept in a bag with their name labelled for the day. They must wash their hands before and after use. ✓ Paintings/pictures etc will be sent home if parents would like them 24 hours after the child has completed it. Staff must wash their hands before they pick it up and place it in the child's bag and then immediately afterwards. ✓ Staff will reduce their contact with children as much as would be deemed reasonable. For example, young children will be encouraged to sit on the floor for a story rather than on a staff members knee, for older children they will be encouraged to put their own shoes and coats on. Staff will be there to help children when they need it. <ul style="list-style-type: none"> ✓ Brushes are stored in a container that keeps them from touching ✓ Container to be cleaned after each toothbrushing ✓ Children to rinse their toothbrushes one at a time with adult support ✓ Staff to wash hands before and after toothbrushing ✓ Contaminated brushes must be disposed of and new ones given 	
Social distancing	<ul style="list-style-type: none"> ➤ Children not social distancing 	<p>Staff Parents Children</p>	<ul style="list-style-type: none"> ✓ Children and staff will be placed in bubbles (room allocation) ✓ Bubbles will not mix with other bubbles 	<p>Low risk</p>

	<ul style="list-style-type: none"> ➤ Staff not social distancing ➤ Parents not social distancing ➤ Virus spreading 		<ul style="list-style-type: none"> ✓ Children will not be expected to social distance although they will be given plenty of space to spread out ✓ Staff will be expected to social distance unless in an emergency ✓ Parents will not be allowed in the setting except in an emergency ✓ Parents will follow social distancing guidelines as set out in pickup/drop off 	
Sleep times	<ul style="list-style-type: none"> ➤ Children not social distancing ➤ Virus spreading ➤ Children touching other's belonging ➤ Children being in such close proximity 	Children	<ul style="list-style-type: none"> ✓ Children will only be allowed to sleep with their own bubbles ✓ Each child will be given a mat/cot and fresh bedding with space in between them ✓ Each bed/cot will be cleaned after use and bedding washed ✓ Each bed will be assigned to a child for the duration ✓ Children will sleep only in their rooms ✓ Staff will sit with children whilst they fall asleep. ✓ Any child that needs rocking or stroking to sleep will have a staff member do so ✓ The staff member will exercise judgement and ensure they have cleaned their hands afterwards 	Low risk
Feeding	<ul style="list-style-type: none"> ➤ Children not social distancing ➤ Staff have lot's contact with children ➤ Children needing feeding ➤ Children needing support with opening food packets etc 	Staff children	<ul style="list-style-type: none"> ✓ Children will be sat at tables in a social situation but fewer at each table to maintain distance. This will help reduce children touching other people's food. ✓ Staff will be there to support the children ✓ Should a child need assistance the staff member will help the child and ensure they are washing their hands afterwards ✓ Staff will wear tabards for mealtimes, and they will be washed after every use ✓ The area will be maintained whilst children are eating and cleaned up immediately afterwards 	Low risk

			<ul style="list-style-type: none"> ✓ Once the parent has finished, they will vacate the building in the same manner. ✓ The chair and surrounding area will be thoroughly cleaned down. 	
Nappy changing	<ul style="list-style-type: none"> ➤ No Social distancing ➤ Close contact with a child ➤ Staff member outside the bubble joining the group 	Staff children	<ul style="list-style-type: none"> ✓ Children who need to go to the toilet and can do so independently will be encouraged to ✓ Children who require assistance will be given as much as they need but staff will exercise caution and encourage children to do what they can ✓ Staff will change nappies as and when required ✓ All staff will be provided with the appropriate PPE ✓ Staff will wash their hands and the area down immediately after they have finished ✓ Children will have their hands washed straight after every nappy change/toilet time ✓ Should a staff member need any assistance their assigned cover will help ✓ Toilets/sinks to be cleaned down cleaned down after every use 	Low risk
Changing clothes	<ul style="list-style-type: none"> ➤ Close contact with child ➤ Touching clothes that may hold the virus 	Staff Children	<ul style="list-style-type: none"> ✓ Children will need to bring with them enough changes of clothes to see them through the day ✓ Where possible children will be encouraged to change themselves ✓ If this is not possible staff will change the children and ensure they wash their and the child's hands immediately afterwards ✓ Nursery spare clothes will not be given out. 	Low risk
Applying first aid	<ul style="list-style-type: none"> ➤ Close contact with child ➤ Possible cross contamination 	Staff children	<ul style="list-style-type: none"> ✓ Staff will apply first aid to any child that needs it ✓ Staff will wear any appropriate PPE needed. ✓ They will wash their hands down immediately once finished 	

	<ul style="list-style-type: none"> ➤ Social distancing ➤ Bubble being exposed 		<ul style="list-style-type: none"> ✓ Staff will inform management of any accidents ✓ Should the staff member need assistance the management assigned to their bubble will attend ✓ They will use appropriate PPE and good handwashing ✓ In the event of a medical emergency they will contact the family and emergency services where possible. ✓ Parents will be asked to come to the nursery or meet their child at hospital 	
Becoming ill at nursery	<ul style="list-style-type: none"> ➤ Close contact with child ➤ Possible cross contamination ➤ Social distancing ➤ Bubble being exposed 	Staff children	<ul style="list-style-type: none"> ✓ If a child has been told they must shield you must not send them to the nursery ✓ If a child becomes ill whilst at nursery, and they display COVID 19 symptoms they will be taken to our temporary isolation room until their parents collect them ✓ The room should have a window open to ventilate it ✓ Once the child has left the PPE will be disposed of appropriately and the staff member will wash their hands ✓ The isolation room will be deep cleaned ✓ Should more than one child become ill then the children may be kept social distanced from the other children in their room until they are collected. The above still applies ✓ If the child is displaying COVID 19 symptoms, then they must isolate per the government guidelines ✓ Otherwise the child must not attend until they are fully recovered from their illness. ✓ Should a staff member become ill whilst at nursery again they must follow the above guidance ✓ The bubble support person will cover the room ✓ If this is not possible then the room will have to be closed and the children sent home ✓ If a member of the bubble has confirmed case of COVID 19 then the whole room must self-isolate for 7 days. ✓ Everyone is expected to follow the test and trace procedure. 	Low risk

Giving medication	<ul style="list-style-type: none"> ➤ Close contact with child ➤ Possible cross contamination ➤ Social distancing ➤ Bubble being exposed 		<ul style="list-style-type: none"> ✓ The setting will give medication as per our medication policy ✓ If your child is unwell, we do ask you not to send them until they are fully recovered ✓ Parents must let the setting know before the child is due in that you require your child to have medication whilst at nursery ✓ You will be sent the form electronically and this must be filled in and accepted by the setting before the medication is given ✓ Each bubble will have their own medication box ✓ If you have not received a response do not send the medication as staff will not remove it from the bag ✓ Once all has been given the all clear send the medication in your child's bag. We will send it home each day. ✓ Staff will follow the normal procedures for giving medication. ✓ Medication must be wiped down before it goes in the medication box and before and after use. ✓ Staff must wash their hands before and after use ✓ You will receive an electronic copy of the medication been given. Please reply back to acknowledge you have received this ✓ Witness staff member will maintain social distancing, wear PPE if needed, and will not give the medication 	Low risk
Applying sun cream	<ul style="list-style-type: none"> ➤ No Social distancing ➤ Close contact with a child 	Staff children	<ul style="list-style-type: none"> ✓ Parents are asked to provide sun cream for their child (children will be expected to go outside and cannot be left inside) ✓ Sun creams will not be shared (even between siblings) ✓ Parents where possible should apply an all-day sun cream before their child starts 	Low risk

			<ul style="list-style-type: none"> ✓ Sun cream should still be provided in their bag in case it needs reapplying for any reason ✓ Staff will follow our normal procedure of apply it to child then wash hands thoroughly after each application 	
visitors	<ul style="list-style-type: none"> ➤ Social distancing ➤ Touching (objects, walls etc) ➤ Contact with children ➤ Contact with staff ➤ Having symptoms 	Staff Children Visitors	<ul style="list-style-type: none"> ✓ Visitors will not be allowed in the setting unless it is absolutely necessary ✓ Any visitor will be risk assessed ✓ If they are displaying any COVID 19 symptoms or any other symptoms of been unwell they will be refused access and alternative arrangement made ✓ They will be expected to wash their hands upon arrival ✓ Dependent on the nature of their visit they will not be allowed access to our rooms or the children ✓ Anywhere they have been must be cleaned down as soon as possible ✓ Should a visitor need to see a child it will be done with parents' permission and social distancing from the group ✓ The setting will try to engage with other professionals over the internet/email/telephone etc ✓ Where possible any work done to the setting (such as essential maintenance) will be done out of opening hours ✓ Where this is not possible, they will be limited to where they need to be ✓ Visitors will be asked to put shoes coverings on their feet before they precede pass the foyer. ✓ PPE can be provided 	Low risk
Settling in sessions	<ul style="list-style-type: none"> ➤ Social distancing ➤ Touching toys/surfaces etc ➤ Contact with staff ➤ Having symptoms 		<ul style="list-style-type: none"> ✓ THERE WILL BE NO SETTLING IN SESSIONS WITH PARENTS FOR THE FORESABLE FUTURE ✓ Parents will be given the choice of either 1 garden visit with their child and then a 2nd visit just the child or two visits just the child ✓ Garden visits- parents will access via the side entrance. ✓ Before entering they will have their temperature checked 	

			<ul style="list-style-type: none"> ✓ They will sanitise their hands and their child's ✓ Parents and staff will have the option to wear a facemask ✓ No other children will be allowed in that part of the garden whilst the visit takes place ✓ The garden will be sanitised down after use 	
Transitions	<ul style="list-style-type: none"> ➤ Mixed bubbles 	Staff children	<ul style="list-style-type: none"> ✓ Children will have 2 visits the week before they are due to move with a staff member from their current room ✓ They will go with all the children transitioning ✓ The new room will be empty and cleaned down ✓ After the visit, the room will be cleaned down again ✓ Each room will have a transition book of their new rooms for staff to support transitions with ✓ Each child will be sent home a transition book for parents to support this at home ✓ The transition documents will be completed as normal. 	
communication	<ul style="list-style-type: none"> ➤ Contact with parents must remain essential ➤ Cross contamination ➤ Social distancing not been followed 	Parents Staff Other professionals	<ul style="list-style-type: none"> ✓ Where possible all paperwork will be sent via email ✓ We would request respondents to complete it and send it back and the setting will print it off if necessary ✓ All fee's must be paid as stated in the nursery term and conditions. Fee's cannot be paid in cash or via card machine until further notice. Online banking only. ✓ Accident forms – will be completed online and sent over to you. You must email back to acknowledge receipt of the email ✓ Other forms- all other forms that may need filling in such as a registration form, funding form etc will be emailed over and parents asked to complete and send back in a timely manner. ✓ The setting will print off any documents we need. ✓ We will continue to work closely with our parents. We will make sure we have all updated contact information so they can keep in touch with is happening at the setting and with their child 	

			<ul style="list-style-type: none"> ✓ An email will be sent daily to parents with an update on their day so no verbal pass over if required at the door ✓ Should staff need to speak to parent they will do so by telephone call ✓ Parents are expected to have read our risk assessment and COVID response on our website 	
Transport	<ul style="list-style-type: none"> ➤ No Social distancing ➤ Risk of infection 		<ul style="list-style-type: none"> ✓ Parents/staff should travel to the setting using their own transport where possible ✓ If using public transport, try to avoid peak times ✓ Wear facemasks on public transport 	
Government guidelines	Anyone who attends the setting is expected to follow the government guidelines		<ul style="list-style-type: none"> ✓ Everyone is expected to follow the government guidelines ✓ People should report any symptoms immediately to the setting ✓ Any families attending the setting or staff who are identified as breaking government guidelines may have their place/job suspended ✓ The setting will work closely with the local authority for further advice and guidance 	
Fire emergency (or equivalent)	<ul style="list-style-type: none"> ➤ No Social distancing ➤ Close contact with a child ➤ Exposure to other people 	Staff Children visitors	<ul style="list-style-type: none"> ✓ In the event of an evacuation i.e. fire, staff will follow the normal evacuation procedure ✓ The Fire Marshall will follow the normal procedure and check the building ✓ The Deputy will help with any assistance needed in the baby room ✓ Once staff and children reach the evacuation point, they will still be expected to stay in their bubble and keep distance from one another ✓ The Fire Marshall will contact the emergency services and follow their advice ✓ If needed parents will be expected to collect their children promptly from the setting 	

Training	<ul style="list-style-type: none"> ➤ No Social distancing ➤ Staff not receiving appropriate training 	staff	<ul style="list-style-type: none"> ✓ The setting will remain dedicated to the professional development of its staff members ✓ Staff will be expected to complete online training (noodle now) ✓ A monthly newsletter will be sent out to staff to keep them updated on news and events ✓ Until further notice staff meetings will be held either online or a pre-recorded training session for them to complete at home ✓ Staff will not attend any other professional training course until it is safe to do so 	
safeguarding	The setting remains dedicated to safeguarding all its children and their families	Children Parents staff	<ul style="list-style-type: none"> ✓ Safeguarding remains the same ✓ Staff will continue to follow the settings safeguarding policy ✓ Should the setting have a concern the procedures will remain the same except we will telephone the parent with our concerns ✓ If we believe a child is in danger, we will contact social care ✓ Social care and/ or police will be allowed in the setting in the event of an emergency ✓ The setting will remove the child if necessary, for the authorities to be able to carry out their work ✓ Wherever possible social distancing will take place ✓ PPE will be provided if necessary ✓ All paperwork will be electronic 	

Reviewed 02.11.2020 By Gemma Grace

Further information can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>