

Coronavirus (COVID-19) Risk assessment		
Establishment: Ladybirds Day Nursery	Assessment by: Janine Lissack/Kayleigh Easton	Date: May 2020
Review Date: September 2020	<p>Red – high risk</p> <p>Yellow – medium risk</p> <p>Green - little or no risk</p>	

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> One staff member from each Bubble to take children and return them, parents to queue up 2 Metres apart whilst waiting for their child to be taken. Social distancing between parents to be adhered to at all times. Only children who are symptom free or have completed the required isolation period attend the setting. On arrival at the setting, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed. No toys to be brought in from home. (Comforters will be permitted) Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, after using the toilet and before eating. Encourage children to avoid touching their face, eyes, nose and mouth. All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the 	<ul style="list-style-type: none"> PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING. Families will not stick to social distancing Families will not be truthful about household health Children will want toys/teddies from home, raising risk of contamination Only 1 adult per family to drop off/collect, limit siblings that come with them where possible. Staff will not challenge families about health Hands will not be washed thoroughly Children will touch face, hands, mouth Non-essential travel and social interaction guidelines not followed by staff and families Families not telling us children have had medication Enough staff in to ensure children can adapt easier to routine changes

		<p>setting.</p> <ul style="list-style-type: none"> • Any child who has taken any form of paracetamol or ibuprofen will not be allowed into the setting for 48hours after symptoms have ended. • Any child who displays signs of a cold will not be allowed in preschool until 48hours after symptoms have ended and a negative test result. • Children taking time to settle after prolonged break and change in routine. • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Aim to limit drop off and pick up to <u>1 adult per family</u>. • Children will be designated a 'Bubble' for entrance to the setting. • If collection or drop off to the setting is before or after main time, parents to contact nursery phone to allow staff to escort children to 'Bubble' entrance. • We will have 2 'Bubble' entrances/exits. - 'Bubble 2' will be the main door, 'Bubble 1' will enter through the back door from the garden. 	
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Childrens sessions will be organised into small groups of attendance, wherever possible these small groups or "bubbles" should not mix during the week. • Care routines including provision of snacks should be within the space allocated to each "bubble" wherever possible. • The use of communal internal spaces should be restricted as much as possible. • Outdoor spaces should be used by different "bubbles" at different times of the day. 	<ul style="list-style-type: none"> • Parents need for childcare, to be able to return to work, will need to be juggled against ratios and "bubbles". • Staff mixing with different "bubbles" and cross contamination. • Lack of space to have multiple bubbles
	Play and Learning	<ul style="list-style-type: none"> • Implement social distancing where possible: <ol style="list-style-type: none"> 1. Small groups 2. Parents to leave the site promptly after dropping off children. • Minimise the resources available to those that can be cleaned effectively. 	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early years children. • Parents will gather in social groups outside premises. • Children will not understand they cannot explore the setting (free flow) or self- select toys and resources.

	<ul style="list-style-type: none"> • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. 	
Children's Well-being and education	<ul style="list-style-type: none"> • Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. • Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time. 	<ul style="list-style-type: none"> • Staff awareness of children's needs and abilities • Staff awareness of children needing more reassurance • Follow current guidance on changes to EYFS, relevant to Covid-19 response.
Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible. • Limit number of children using sinks. • Children should not attend if unwell. • If an accident happens whilst it is dealt with no one else should use the bathroom. • Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	<ul style="list-style-type: none"> • Children struggle to wait their turn. • Children use to free flow with toilets, they may try to help others • Not being cleaned properly • Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom
If a child starts displaying symptoms.	<ul style="list-style-type: none"> • If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. • A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. <p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Staff to wear PPE from the Isolation box and dispose of this appropriately according to the Covid-19 policy.</p> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet</p>	<ul style="list-style-type: none"> • Parents must agree to prompt of 30 Minutes or less. If a parent cannot agree to prompt pick up, then the child cannot return to the setting • Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.

		access)	
Workforce	Attendance	<ul style="list-style-type: none"> Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result. Risk assessing with regular health questionnaires for returning staff. Consideration should be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day. All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines. Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. 	<ul style="list-style-type: none"> Staff to be vigilant on health and stay away if unwell. Testing is available to all key workers and their households. Current government guidance to be followed. Practitioners to receive a copy of policy and risk assessment documents before return. A copy will be retained at the setting signed by all staff to say that they have received and read a copy.
Food Preparation, snack and lunches		<ul style="list-style-type: none"> 4 people per table. Staff and Children MUST wash hands before prep or eating, Staff and children MUST wash hands after eating. Adults to handle eaten food as little as possible. Children (where age appropriate) and adults to be responsible for their own food rubbish. 	<ul style="list-style-type: none"> Regular hand washing before prep and eating. Regular hand washing after eating. Children (where age appropriate) and staff to put their own rubbish in the bin. Adult only to load Dishwasher which is to be used on hot setting not eco. If children are very messy, staff need to use appropriate PPE to clean. Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere.
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> Wherever possible, staff should remain with the small group of children, the “bubble” of children who they are allocated to and not come into contact with other groups. Social distancing must be maintained during breaks. Staff members should avoid physical contact with each other including handshakes, hugs etc. Where possible, meetings and training sessions should be conducted through virtual conferencing. 	<ul style="list-style-type: none"> Physical distancing is impossible in early years, even though staff can be vigilant and minimise it. Staff to engage with virtual conferencing via zoom. This can be done via app on phone/tablet or laptop.
	Training	<ul style="list-style-type: none"> All staff members must receive appropriate instruction and training on infection control and the standard operation 	<ul style="list-style-type: none"> Training available online for infection control and Covid 19 and to be completed during induction day.

		procedure and risk assessments within which they will be operate.	
	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the nursery boundaries whilst maintaining social distancing guidelines. 	<ul style="list-style-type: none"> • Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the owner will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them • Further breaches may result in loss of child's place at preschool. • Allowing parents to enter premises can put staff and children at risk.
Parents, and Visitors	Communication	<ul style="list-style-type: none"> • Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. • Owner and management team to clearly and promptly keep all staff informed of changes and details of wages, policies etc. 	<ul style="list-style-type: none"> • Policy and contract to be sent out to each family before return • All families to return a signed contract before return
	Visits	<ul style="list-style-type: none"> • Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance). • Where essential visits are required these should be made outside of the usual Pre-school ours where possible. • All committee involvement, should where possible, be conducted via virtual conferencing such as zoom. • New family show rounds should be done virtually outside of preschool hours. 	<ul style="list-style-type: none"> • Unannounced visitors not to be admitted • Visitors by appointment only
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the setting using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed. 	<ul style="list-style-type: none"> • Guidance not followed
PPE	Both Workforce and children	<ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other 	<ul style="list-style-type: none"> • Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

		<p>education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • If a child, young person or other learner becomes unwell with symptoms of coronavirus 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 • Sun cream - Staff to wash their hands between applying sunscreen on individual children. 	<ul style="list-style-type: none"> • Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately. • Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks and eye shields only when a child becomes unwell. • PPE may not be available to purchase or be in short supply. Should this happen and all reasonable attempts to get more fails then preschool should close. • All PPE, personal and preschool, should be used according to current guidelines. The toughing of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> • Clean AND disinfect frequently touched surfaces throughout the day. • This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. • Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. 	<ul style="list-style-type: none"> • Cleaning not completed thoroughly • Cleaning supplies not available • Cleaning implemented before closure to be continued. • Soft toys and furnishings to be removed from setting, where possible. • Resources not in use should be behind plastic covers and disinfected before use.

Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. 	<ul style="list-style-type: none">
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ul style="list-style-type: none"> -the individual tests negative; waste can then be put in with the normal waste -the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste 	<ul style="list-style-type: none"> storage issues with this – speak with school
REVIEWED BY:		COMMENTS:	