

Coronavirus (COVID-19) Risk assessment		
Establishment: Ladybirds Day Nursery	Assessment by: Janine Lissack/Kayleigh Easton	Date: January 2021
Review Date: September 2020	<p><b>Red</b> – high risk</p> <p><b>Yellow</b> – medium risk</p> <p><b>Green</b> - little or no risk</p>	

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> <li>• Staff member to take children and return them at the main entrance, 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.</li> <li>• Only children who are symptom free or have completed the required isolation period attend the setting.</li> <li>• 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.</li> <li>• No toys to be brought in from home. (Comforters will be permitted)</li> <li>• 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.</li> <li>• Encourage children to avoid touching their face, eyes, nose and mouth.</li> <li>• 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.</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING.</li> <li>• Families will not stick to social distancing</li> <li>• Families will not be truthful about household health</li> <li>• Children will want toys/teddies from home, raising risk of contamination</li> <li>• Only 1 adult per family to drop off/collect, limit siblings that come with them where possible.</li> <li>• Staff will not challenge families about health</li> <li>• Hands will not be washed thoroughly</li> <li>• Children will touch face, hands, mouth</li> <li>• Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>• Families not telling us children have had medication</li> <li>• Enough staff in to ensure children can adapt easier to routine changes</li> </ul>

		<p>setting. (When this is in place by the government as this is currently not in place at time of review).</p> <ul style="list-style-type: none"> <li>• Any child who has taken any form of paracetamol or ibuprofen will not be allowed into the setting for 48hours after symptoms have ended.</li> <li>• Children taking time to settle after prolonged break and change in routine.</li> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Aim to limit drop off and pick up to <u>1 adult per family</u>.</li> <li>• 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 main entrance.</li> </ul>	
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Children’s sessions will be organised into small groups of attendance, in their age appropriate room, wherever possible these groups should not mix during the week.</li> <li>• Care routines including provision of snacks should be within the space allocated to each age group wherever possible.</li> <li>• The use of communal internal spaces should be restricted as much as possible.</li> <li>• Outdoor spaces should be used by different age groups at different times of the day and sprayed with sterilising solution between different rooms using it.</li> <li>• Children from Pre-school can be taken to the garden through the building but the last staff member in the line (for toddlers and pre-school) to clean down the banister on the way out and in. Children</li> <li>• Pre-school children will be able to use the downstairs but after their allocated garden time they will need to clean the toilet and sinks. Babies to clean sink area before and after use. Toddlers to clean toilets if they use them after their garden session. Toddlers to be moved back from the pre-schoolers as they walk through the room and the baby gate to be cleaned afterwards.</li> </ul> <p>Jan 2021 national lockdown:</p>	<ul style="list-style-type: none"> <li>• Parents need for childcare, to be able to return to work, will need to be juggled against ratios and room availability</li> <li>• Staff mixing with different rooms and cross contamination. Where possible staff will be kept to the same rooms.</li> </ul>

		<ul style="list-style-type: none"> <li>• Apart from those confirmed before lockdown (Jan 2021) was announced we will not be booking children in for extra sessions to what they already usually do.</li> <li>• Any new enquiries that come in over this lockdown period will not be allowed to start with us yet.</li> <li>• Any children due to start with us over this period will be allowed to postpone their start date or start on less hours.</li> <li>• Although the government have stated we can do wrap around care for school children we will not provide this until the schools go back to normal and we will not be providing care for school aged children for whole days.</li> </ul>	
	Play and Learning	<ul style="list-style-type: none"> <li>• Implement social distancing where possible</li> <li>• Parents to leave the site promptly after dropping off children.</li> <li>• Minimise the resources available to allow for rotation of toys and regular cleaning.</li> <li>• Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing is virtually impossible with early years children.</li> <li>• Parents will gather in social groups outside premises.</li> <li>• Children will not understand they cannot explore the setting (free flow) or self- select toys and resources.</li> </ul>
	Specific activities	<p>Messy activities/soft furnishings are an important part of play and exploring but carries risk due to their difficulty in cleaning. Children must wash their hands before partaking in these activities and staff must follow the guidance for individual activities:</p> <ul style="list-style-type: none"> <li>• Sand: Small amounts of sand may be put out for a day and sprayed and raked through with Milton in the morning and the afternoon and then disposed of at the end of the day.</li> <li>• Water: only to take place if individual containers can be used and water must be disposed of after each child's use and the container cleaned between uses and after.</li> <li>• Paint: Paint may be played with but children must have their own pots/trays to use and individual brushes, then once the child has finished with it the resources must be cleaned straight away after.</li> <li>• Flour: Small amounts of flour may be put out for play and then disposed of after a morning or afternoon session as it cannot be cleaned throughout the day.</li> <li>• Rice: Small amounts of rice may be put out for a day and sprayed and raked through with Milton in the morning and the afternoon and then disposed of at the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff not rotating or cleaning the toys regularly.</li> <li>• Children putting 'hard to clean' toys in their mouths and staff not cleaning afterwards.</li> <li>• Staff not disposing of 'messy' play resources after use and multiple children getting involved over different days.</li> </ul>

		<ul style="list-style-type: none"> <li>• Playdough: Playdough may be made up for the day and children get an individual portion to play with, it must then be disposed of at the end of the day it was made.</li> <li>• Gloop: only to take place if individual containers can be used and gloop must be disposed of after each child's use and the container cleaned between uses and after.</li> <li>• Clay: Children may make individual models with clay, these can then be left to air dry. No handled clay should be put back in the bag and no clay should be shared between children.</li> <li>• Role play: Role play clothes may be put out for children to play with throughout the day, any soiled (from dribble/sneezing or coughing as well as general mess) clothes must be put to wash straight away. If clothes are clean then they must be put out of access for at least 72 hours before being got out again.</li> <li>• Soft toys: Limited numbers of soft toys may be made available to children, they must be sprayed over with sterilising spray twice daily and if they are chewed/dribbled or generally soiled on they must be put to be washed.</li> <li>• Soft furnishings: Limited numbers of soft furnishings may be made available to children, they must be sprayed over with sterilising spray twice daily and if they are chewed/dribbled or generally soiled on they must be put to be washed.</li> </ul>	
	Children's Well-being and education	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff awareness of children's needs and abilities</li> <li>• Staff awareness of children needing more reassurance</li> <li>• Follow current guidance on changes to EYFS, relevant to Covid-19 response.</li> </ul>
	Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> <li>• Children should be supported to do as much for themselves as possible.</li> <li>• Limit number of children using sinks.</li> <li>• Children should not attend if unwell.</li> <li>• If an accident happens whilst it is dealt with no one else should use the bathroom.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Children struggle to wait their turn.</li> <li>• Children use to free flow with toilets, they may try to help others</li> <li>• Not being cleaned properly</li> <li>• Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom</li> </ul>

		<ul style="list-style-type: none"> <li>• Toilet areas to be cleaned a minimum of twice daily. The downstairs shared toilet is to be cleaned after toddlers and pre-schools individual garden times.</li> </ul>	
	<p>If a child starts displaying symptoms.</p>	<ul style="list-style-type: none"> <li>• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.</li> <li>• 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.</li> </ul> <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 access)</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> </ul>
<p>Workforce</p>	<p>Attendance</p>	<ul style="list-style-type: none"> <li>• Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Risk assessing with health questionnaires for returning staff.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be vigilant on health and stay away if unwell.</li> <li>• Testing is available to all key workers and their households.</li> <li>• Current government guidance to be followed.</li> <li>• 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.</li> </ul>

Kitchen use	Distancing in the small space	<ul style="list-style-type: none"> <li>• Only one person to be in the kitchen at a time.</li> <li>• When Jackie is in then staff to request items/hand back to her rather than going into the kitchen with her.</li> <li>• Staff to use facilities in the staff room e.g. tea/coffee, microwave and fridge.</li> <li>• Kitchen space to be cleaned before use by Jackie.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff not following the instructions given and more than 1 person being in the kitchen at a time.</li> <li>• Staff using kitchen facilities whilst Jackie is in.</li> <li>• Area not cleaned regularly.</li> <li>• Staff will receive the updated risk assessment.</li> </ul>
Food Preparation, snack and lunches		<ul style="list-style-type: none"> <li>• Staff and Children MUST wash hands before prep or eating,</li> <li>• Staff and Children MUST wash hands after eating.</li> <li>• Adults to handle eaten food as little as possible.</li> <li>• Children (where age appropriate) and adults to be responsible for their own food rubbish.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular hand washing before prep and eating.</li> <li>• Regular hand washing after eating.</li> <li>• Children (where age appropriate) and staff to put their own rubbish in the bin.</li> <li>• Adult only to load Dishwasher which is to be used on hot setting not eco.</li> <li>• If children are very messy, staff need to use appropriate PPE to clean.</li> <li>• Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere.</li> </ul>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• Social distancing should be maintained during breaks.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing.</li> </ul> <p>January 2021 national lockdown.</p> <ul style="list-style-type: none"> <li>• Restrictions on amount of people in certain areas of the building: <ul style="list-style-type: none"> <li>- Kitchen : 1 person at any time (this includes those in the same bubble)</li> <li>- Staff room: 3 people but if there are 3 people in there then at least 2 must be seated. Staff must also ensure that if 3 are seated then they are equally spread out.</li> <li>- Office: 3 people and again if there are 3 then a minimum of 2 must be seated.</li> <li>- Main entrance: 2 people</li> </ul> </li> </ul> <p>If there is not enough room in these areas for staff to enter then they must wait or ask for someone to leave before entering.</p>	<ul style="list-style-type: none"> <li>• Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.</li> <li>• Staff to engage with virtual conferencing via zoom. This can be done via app on phone/tablet or laptop.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction and training on infection control and the standard operation</li> </ul>	<ul style="list-style-type: none"> <li>• Training and guidance available online and in the induction folder for infection control and Covid 19 and to be completed during induction day.</li> </ul>

		procedure and risk assessments within which they will be operate.	
	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• 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.</li> <li>• Any viewings that must take place will be done at the end of the day or over the weekend where professional cleaning will take place before the setting is used again.</li> <li>• Settling in sessions will take place in our sheltered areas in the garden, parents must be 2 metres from staff members and other children and should be encouraged to sanitise their hands before coming into the garden. The shelter must then be cleaned once the parent and child have left again.</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Further breaches may result in loss of child's place at the setting.</li> <li>• Allowing parents to enter premises can put staff and children at risk.</li> </ul>
Parents, and Visitors	Communication	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Owner and management team to clearly and promptly keep all staff informed of changes and details of wages, policies etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy and contract to be sent out to each family before return</li> <li>• All families to return an update of any changes to their child's needs or contact information.</li> </ul>
	Visits	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Where essential visits are required these should be made outside of the usual setting hours where possible.</li> <li>• New family show rounds should be done virtually outside of setting hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Unannounced visitors not to be admitted</li> <li>• Visitors by appointment only</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance not followed</li> </ul>
PPE	Both Workforce and children	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>

		<p>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 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"> <li>• 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:</li> <li>• 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</li> <li>• 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</li> <li>• Sun cream - Staff to wash their hands between applying sunscreen on individual children.</li> </ul>	<p>example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> <li>• Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Clean AND disinfect frequently touched surfaces throughout the day. A minimum of twice daily and cleaning charts to be completed.</li> <li>• This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning not completed thoroughly</li> <li>• Cleaning supplies not available</li> <li>• Cleaning implemented before closure to be continued.</li> <li>• Soft toys and furnishings to be removed from setting, where possible.</li> <li>• Resources not in use should be behind plastic covers and disinfected before use.</li> </ul>



		<ul style="list-style-type: none"> <li>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ul>	
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> <li>Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>Staff not cleaning and sharing resources.</li> </ul>
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>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"> <li>-the individual tests negative; waste can then be put in with the normal waste</li> <li>-the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>storage issues with this – speak with school</li> </ul>
REVIEWED BY:		COMMENTS:	
Kayleigh Easton 09.09.2020		From 10.09.2020 onwards there will be 3 'room bubbles' after experiencing the setting without bubbles we didn't feel like it was possible to socially distance staff and children enough. Parents were informed 09.09.2020 and staff had zoom meeting that evening too. Staff reminded to be vigilant with cleaning processes, distancing themselves from each other, especially in shared spaces such as the staff room and hygiene processes in shared spaces. Additional measures for 7.30 starts were put in place to ensure bubbles are kept to at all times. The rooms will be using the 3 exits and only staff from that room will collect children from their parents. Doorbells and hand sanitizing products will also be located at the main entrance and back gate and parents have been encouraged to sanitize before using our doorbells.	
Kayleigh Easton 23.09.2020		Parents and staff to both wear face coverings when handing over children. Staff to wash their masks in the setting at the end of each day. 2 Have been provided per staff member to allow for drying time between uses.	
Kayleigh Easton 10.11.2020		Staff to wear masks when moving into areas within the building that is not their bubble room.	
Lily Hawkins 05.01.2021		Updated physical distancing/grouping for children and workforce due to the announcement of a national lockdown on 04.01.2021.	