

Coronavirus (COVID-19) Risk assessment		
Establishment: Ladybirds Day Nursery	Assessment by: Janine Lissack/Kayleigh Easton	Date: May 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, before and after 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 until that dosage has worn off as it could be masking symptoms of COVID-19.</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> </ul>	
Physical distancing/ grouping	<ul style="list-style-type: none"> <li>Children's sessions will be organised into in their age-appropriate room, wherever possible these groups should try to avoid mixing.</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 managed in a way to avoid children having close contact with each other from different groups.</li> </ul>	<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. Staff will be provided with Lateral Flow Devices to test on a twice weekly basis (voluntarily).</li> </ul>
Play and Learning	<ul style="list-style-type: none"> <li>Parents to leave the site promptly after dropping off children.</li> <li>Resources are cleaned regularly throughout the day, any items that are put in children's mouths are cleaned straight away.</li> <li>Ensure children wash hands regularly, throughout the day, as well as before and after 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> </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. 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> </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> </ul>

		<ul style="list-style-type: none"> <li>• Toilet areas to be cleaned a minimum of twice daily.</li> </ul>	<ul style="list-style-type: none"> <li>• Children should be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom</li> </ul>
	If a child starts displaying symptoms.	<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 where possible. 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. 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. Staff to wear PPE from the Isolation box and dispose of this appropriately according to the Covid-19 policy.</li> <li>• 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)</li> <li>•</li> </ul>	<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 Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> </ul>
Workforce	Attendance	<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>• All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should follow 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> <p>Lateral Flow Devices provided to staff members and encouraged to test twice weekly (Voluntarily) for the safety of all in the setting.</p>

	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> <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</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> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.</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 someone is in the kitchen cooking then staff to request items/hand back to them rather than going into the kitchen with the other staff member.</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 person cooking.</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.</li> <li>• If children are very messy, staff need to use appropriate PPE to clean.</li> </ul> <p>Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere.</p>
Workforce and Parents	Training	All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.	<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>
	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> </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</li> </ul>

		<ul style="list-style-type: none"> <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.</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>	<p>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</p> <ul style="list-style-type: none"> <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>
	Lateral Flow Device Testing for Asymptomatic staff members	<ul style="list-style-type: none"> <li>• From W/C 22<sup>nd</sup> March staff will be provided with LFD to test themselves at home twice weekly. This is a voluntary scheme and staff choose to take part or not.</li> <li>• Staff may not provide accurate readings if they do not know how to use the at home test correctly so must be provided with appropriate instruction.</li> <li>• Staff may develop symptoms of COVID-19 and use an LFD to find out if they have it and use this as evidence that they are clear whereas the government guidance is that LFD tests must only be used for asymptomatic people.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff not opting to join the programme could result in spreading the virus whilst asymptomatic</li> <li>• All staff sent thorough instructions including links to videos on 16<sup>th</sup> March 2021 and policies. Each pack also has clear instructions with it and each staff member has been provided with these. Staff instructed to inform the setting of all results to add to the settings log on each test day.</li> <li>• Staff have been told that the LFD tests are not to be used for anyone with symptoms and that PCR tests must be booked if they develop any of the main 3.</li> </ul>
	Lateral Flow Device Testing for Asymptomatic Parents/Carers	<ul style="list-style-type: none"> <li>• Parents/Carers may now request LFD tests for the older children in their household as well as any adults in their household or support bubble.</li> <li>• Parents are not required to provide negative results to the setting but must inform us of any positive results promptly, they must then book a PCR test and isolate the whole household.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents not reporting to the setting a positive result, any parents found not to report to the setting any positive cases within their household and who do not isolate as required and then attend the setting will have their place at the nursery withdrawn.</li> <li>• Parents using LFD testing on children with symptoms and then attempting to bring them into the setting without isolating and booking a PCR test at a test centre. Parents have been informed 19<sup>th</sup> March 2021 that LFD tests are not to be used on nursery aged children and that anyone with any of the 3 main COVID-19 symptoms must get a PCR test.</li> </ul>
	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> </ul>	<ul style="list-style-type: none"> <li>• All updates are available on our COVID-19 page on the website as well as e-mails sent to parents.</li> <li>• All families to return an update of any changes to their child's needs or contact information.</li> </ul>

		<ul style="list-style-type: none"> <li>Owner and management team to clearly and promptly keep all staff informed of changes and details of wages, policies etc.</li> </ul>	
Parents, and Visitors	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 nursery 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 outside of setting hours.</li> </ul>	<ul style="list-style-type: none"> <li>Unannounced visitors not to be admitted</li> <li>Viewings will be out of hours</li> <li>Settling in sessions will take place in the garden</li> <li>Visitors by appointment only and will take place outside where possible.</li> </ul>
	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.</li> <li>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>
Travel	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 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.</li> <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</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 example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <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 nursery should close.</li> <li>All PPE, personal and preschool, should be used according to current guidelines.</li> </ul>

		<p>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</p> <p>Sun cream - Staff to wash their hands between applying sun cream on individual children.</p>	
PPE	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, disinfect these surfaces with the cleaning products you normally use.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</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>• Any resources gifted to the setting to be thoroughly cleaned before use or isolated for 72 hours</li> </ul>
Cleaning	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>
Cleaning REVIEWS:	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</li> </ul>
REVIEWED BY:		<p>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</p>	

	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 09.09.2020	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 23.09.2020	Staff to wear masks when moving into areas within the building that is not their bubble room.
Kayleigh Easton 10.11.2020	Updated physical distancing/grouping for children and workforce due to the announcement of a national lockdown on 04.01.2021.
Lily Hawkins 05.01.2021	Added section on Lateral Flow Device (LFD) Testing in staff and parents/ children's households
Kayleigh Easton 10.05.2021	From 17.05.2021 onwards we will not be using the 'bubble' system. With the 'R' rate at a significantly reduced state and the lifting of social restrictions from the government as well as the additional measure of staff participating in the Lateral Flow Device tests the risks have been reduced to a point we feel safe to remove the system. We will still try and reduce movements of children between rooms unless the child is having settling in sessions with their new group. Staff will continue to wear masks when doing handovers with parents and visitors and at points where there is likely to be staff congestions, such as, collecting meals from the kitchen. Staff movements between rooms will also be tracked for contact tracing purposes.