

Coronavirus (COVID-19) Risk assessment		
Establishment: Honeybuns Nursery	Assessment by: Alison Shipton Director of Care	Date: 4 June 2020
Review Date: 4 th July 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, Families and Staff	<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<ul style="list-style-type: none"> • Anyone feeling unwell or has someone in their household who is unwell informed not to attend nursery. • Testing available for staff and household. • Social distancing maintained wherever possible between all adults onsite and between children groups. • Frequent handwashing promoted. • No use of hand dryers—paper towels are used • Hand sanitiser available for all users. • Frequent cleaning of surfaces that children and adults touch. • Bins emptied daily. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Open door policy suspended- parents not allowed into nursery. Contact via email/phone • Staff to wear clean uniform everyday. 	<ul style="list-style-type: none"> • PPE stock sourced • Individual risk assessments carried out for staff at higher risk. • Review COSHH assessment for hand sanitiser and cleaning materials. • Review cleaning schedules. • Signage used to promote hygiene (respiratory and hand) and social distancing. • Review stocks of soap, hand sanitiser. • Paper towel dispensers to be fitted • Lidded bins to be ordered • Parent information letter with procedures to reduce transmission. <p>- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>

<p>Children, Families and staff</p>	<p>Drop off and collection</p>	<ul style="list-style-type: none"> • Social distancing to be adhered to at all times. • Parents to drop and pick up the children using the marked paw print queuing area. Parents are to demonstrate social distancing at all times. A member of staff will be at the entrance to welcome children and take the register. Bags and lunch boxes to go onto trolley by the entrance. (Staff will sanitise before entering items into nursery). • Only children who are symptom free or have completed the required isolation period attend the setting. • On arrival at the nursery, 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, loss of taste or smell). 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 nursery or current isolation guidelines followed. • No toys, teddys or blankets (or similar) to be brought in from home. Soothers to be kept in individual pots and sterilised frequently. • Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, when changing rooms and before eating. • Encourage children to avoid touching their face, eyes, nose and mouth. • All children and staff coming to the setting should where possible avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for travel and the use of a face mask during travel. • 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 setting. • Any child who has taken any form of paracetamol or ibuprofen will not be allowed into nursery for 48hours after symptoms have ended. 	<ul style="list-style-type: none"> • PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING. • Families and staff will not stick to social distancing away from nursery. • Families will not be truthful about household health • Children will want toys/teddies/blankets 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 or sanitised thoroughly • Children will touch face, hands, mouth • Children put another child's soother in their mouth • Non-essential travel and social interaction guidelines not followed by staff and families https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport • Families not telling us children have had medication <ul style="list-style-type: none"> • Staff may have to self isolate through the NHS Test & Trace system – leaving staffing ratios low.
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	<p>Social distancing/ grouping</p>	<ul style="list-style-type: none"> • Children’s sessions will be organised into small groups of attendance, wherever possible these small groups or “bubbles” should not mix during the week. • Using outdoor space as much as possible • 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. • Small children will not have to socially distance within their group. • Repurposing of space to provide additional space for staff breaks. Staff to provide own lunch, utensils and cups. No use of communal microwave or kettle. • Staff will be carefully deployed in nursery and will work in one room, and as far as possible with their key children. • Monitor occupancy carefully • Offices – 2 managers only. Staff not allowed in office and should only pass through the corridors and entrances. Do not stop to talk or wait. 	<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 • Staff may become ill through transmission form children. • https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing • Staff Room (Limit staff at a safe 2m distance. Extra room when more staff required. • Use of microwave, kettle and fridges – Cross contamination. • Move staff signing in sheets to suitable place away from offices. Managers forget to carry phones with them at all times should staff need something.

		<ul style="list-style-type: none"> • Sleep time – Children’s beds to be spaced out by 1m. Bedding separated into individual named boxes. 	<ul style="list-style-type: none"> • Children rolling onto another child’s bed during sleep. Cross contamination from bedding.
Isolation Periods		<ul style="list-style-type: none"> • If staff or children have symptoms of coronavirus, they should start to self isolate immediately for 7 days. Anyone else in the household should start to self isolate for 14 days. Do not come to nursery. • Book a test by calling 119 or NHS.uk/coronavirus • If the test result is a negative the household can stop isolating immediately and you can stop isolating if you feel well. • If the result is positive, you must share your contacts with NHS Track and Trace. • If you are alerted by NHS Track & Trace, you MUST isolate with everyone in your household for 14 days. If you develop symptoms, book a test. If your result is negative you must still complete your 14 day isolation period and your household members can stop isolating. • If your result is positive, you Must complete 7 days isolation period and your household complete a 14 day isolation period. • 	<ul style="list-style-type: none"> • Staff and families will not follow the correct isolation periods. • Keep parent informed through notices, posters and social media. • https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ • Testing is available for children under the age of 5 years old.
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. • Suspension of shared Sand, Water, malleable and Messy Play. Must not be in communal sand pits and builders trays. • Baking, food play and finger painting should be avoided. • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. • Use indoor and outdoor space for learning in small groups 	<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. • Catch it, bin it, kill it posters • Remove all soft furnishing that cannot be cleaned effectively.

	Children's Wellbeing 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"> Continue germ e-bug theme 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. Nappy Changing	<ul style="list-style-type: none"> Children should be supported to do as much for themselves as possible. Limit number of children using sinks, queue to be in cloakroom or room to allow for more space. If an accident happens whilst it is dealt with no one else should use the bathroom. Once the child has been cleaned then the bathroom should be cleaned and disinfected using cleaning products before being used by anyone else. Staff Toilets to be sanitised after each use. Only two staff allowed in bathrooms, social distancing between nappy changing stations. Aprons and disposable gloves to be worn. Wipe down of changing mat with sanitiser between each nappy change. 	<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 Toilets - Not being cleaned properly Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom
	Sickness/illness (staff & children)	<ul style="list-style-type: none"> If a child begins to display 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>	<ul style="list-style-type: none"> Parents must agree to prompt collection within the new contract, before child starts back a preschool. If a parent cannot agree to prompt pick up, then the child cannot return to preschool Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.

		<p>Staff to wear apron, gloves and face shield whilst caring for the sick child, until parent collects immediately.</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) 999 in an emergency.</p>	
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the nursery 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 nursery 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 nursery 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"> • Be mindful of the number of bubbles in food area. 1 or 2 bubbles at a time. • 6 people per table. • Tables to be sprayed with sanitiser before and after each meal. • Spread tables out, at least 2 meters apart. • 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. • Adults to serve food and drinks. • Children and adults to be responsible for their own food rubbish. • Lunch boxes brought in from home must be wipeable. Must contain items that children can open and unwrap themselves without staff needing to touch to help. • Trolleys sanitised before wheeling into children's play areas. • Drinking cups to washed and sterilised after each use. No communal drinking areas. 	<ul style="list-style-type: none"> • Regular hand washing before prep and eating. • Regular hand washing after eating. • Children and staff to put their own rubbish in the bin. • Kitchen 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. Children touch food in lunchboxes. • Trolleys not cleaned thoroughly cleaned and wheeled out of the room to kitchen staff. Cross contamination. • Contaminated goods brought into nursery. • Communal cup trays – children may share drinking cups.

		<ul style="list-style-type: none"> • Food deliveries should be made at the back door of nursery. Delivery drivers not to enter premises. Boxes should remain outside and emptied. All packaging to be wiped over before putting into storage inside the kitchen. • Flannels – Children’s faces must be wiped, flannel in wash basket and staff wash hands before the use of another flannel on a different child. Hands must be cleaned at the sink with soap and warm water. 	<ul style="list-style-type: none"> • Flannels – cross contamination if staff do not wash hands between wiping each child’s face.
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 procedure and risk assessments within which they will be operate. 	<ul style="list-style-type: none"> • Training available online for infection control and Covid 19. Zoom meetings planned for re-training all staff.
	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 we may stagger the timings if needed during busy periods. Parents are to leave promptly and move away from the entrance boundaries whilst maintaining social distancing guidelines. • Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. Staff at entrances will be wearing full PPE including face shields. • Children should walk into nursery entrance if walking. If not walking handed immediately over to staff member with minimal contact between adults. 	<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 Director of Care 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.

	<p>RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.</p>	<ul style="list-style-type: none"> • An unintended incident at work has led to someone's possible, or actual, exposure to Corona virus. This must be reported as a dangerous occurrence. • A staff member has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. • A worker has died as a result of occupational exposure to coronavirus. 	<ul style="list-style-type: none"> • Staff must follow all operating procedures. <p>https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p>
Parents & Workforce	<p>Communication</p>	<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. • Director of care to clearly and promptly keep all staff informed of changes to policies and procedures 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
	<p>Visits</p>	<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 nursery unless essential (e.g. essential building maintenance). • Where essential visits are required these should be made outside of the usual nursery hours where possible. • All Directors involvement, should where possible, be conducted via virtual conferencing such as zoom. • New family show rounds should be done virtually outside of nursery hours or within the nursery outdoor play areas. Visits may take place before or after normal working hours. 	<ul style="list-style-type: none"> • Produce virtual tour to go onto website and social media • Unannounced visitors not to be admitted • Visitors by appointment only • Committee and staff to engage with virtual conferencing.
	<p>Vulnerable Adults And children</p>	<ul style="list-style-type: none"> • Must not attend nursery if they have been told by a GP that you must shield at home. Manager should be notified that you are shielding. 	<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staff and Parents to follow shielding guidelines.</p>
Workforce and children	<p>PPE</p>	<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 	<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

		<p>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 nursery or other education settings. We therefore do 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"> • Children Under 5 should not wear face masks. • The majority of staff in nursery 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 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 • Staff who welcome children into nursery will wear full PPE where the 2m distance cannot be maintained, with our younger children. • If a child 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 	<p>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> <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 or handed over at entrance. • 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. • All PPE, personal and nursery, should be used according to current guidelines. The touching of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.
<p>Staff</p>	<p>Undertake regular cleaning</p>	<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. • Follow Cleaning Schedules for each area / room. • Carpets, rugs and mats to be sprayed every evening with disinfectant 	<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. • Do not Follow Cleaning Schedules for each room / area • Resources not in use should be behind plastic covers and disinfected before use.

		<ul style="list-style-type: none"> Using disposable blue roll, 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. Nursery thoroughly cleaned at the end of each day. Deep Clean to take place at the end of each week. In the case of confirmed cases and nursery has to be closed. A suitable company will be brought in to nursery to decontaminate. 	<ul style="list-style-type: none"> Multiple cases of confirmed cases of Corona in nursery would result in closure. No children or adults allowed to attend nursery.
	COSHH Control of Substances Hazardous to Health Regulations. These Regulations require employers to control exposure to hazardous substances to prevent ill health.	<ul style="list-style-type: none"> COSHH Training with all staff Cleaning materials supplied and all data sheets followed correctly Bottles Labelled correctly Correct cleaning fluids used for each area to be cleaned Chemicals to kill Corona Virus 	<ul style="list-style-type: none"> Staff do not follow COSHH Sheets Wrong fluids put in labelled bottles Spillages Spray in eyes or inhaled <ul style="list-style-type: none"> Supplied and able to order.
Staff	Handwashing	<ul style="list-style-type: none"> Staff sanitise hands outside nursery on arrival and to wash hands on entering the setting. Children to sanitise hands and enter the setting and staff take them to wash hands thoroughly on arrival and before leaving the setting, when changing rooms and before and after eating. Encourage children to avoid touching their face, eyes, nose and mouth. Staff be aware of the surfaces you touch. Be careful not to touch your face. Cover your mouth and nose with a tissue or your elbow when coughing or sneezing. Wash hands immediately. 	<ul style="list-style-type: none"> Staff do not wash hands frequently Posters displayed next to each sink Soap and sanitiser supplied All paper towels placed in a a bin with lid. <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>
Staff	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"> Cleaning not completed thoroughly Cleaning supplies not available

Staff, Families & Children	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 in a yellow bag and put into a suitable and secure place, marked for storage until: <ol 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 – where to store securely Check yellow bin waste
	Fire Procedure	<ul style="list-style-type: none"> Staff to follow normal fire evacuation procedure and keep in groups by socially distancing in the outdoor area. In the case of a real fire – children’s safety from fire comes first and children may mix in order to save lives. propping open fire doors to prevent staff from having to touch door handles and wedging doors open to increase ventilation is not allowed during the day. 	<ul style="list-style-type: none"> Children do not understand they must stay in own groups. Staff propping doors open – fire risk
	Further Guidance	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	
		<p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings</p>	

		https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2/early-years-foundation-stage-coronavirus-disapplications	
REVIEWED BY:		COMMENTS:	To be read and signed by all Staff
Alison Shipton Director of Care			Available to Parents
			Available on Website.