



## RISK ASSESSMENT – Created 15/05/2020

Updated 18/05/2020

<b>NATURE OF RISK:</b>	<b>Covid-19</b>
<b>Ratio for outing and reasons: (If applicable)</b>	N/A as no outings to take place during this Pandemic and until “lockdown” is FULLY lifted
<b>Who might be harmed:</b>	Children Staff Parents & Carers
<b>Purpose of this Risk Assessment:</b>	<p>During Covid-19 we are reviewing many of our current procedures and implementing precautionary measures to reduce the spread of Covid-19 disease within our Nursery and Out of School Club. These procedures have taken consideration of the guidelines published by Public Health England, Department of Education and the Department of Health and will be reviewed regularly to take account of any changes and updates.</p> <p>The fundamental principle of this risk assessment is to ensure physical distancing between adults and implement good hygiene practices. Our nursery is relatively small and the children are already cared for in small groups, which greatly assists our ability to create physical distance between groups of children.</p>
<b>What are the hazards:</b>	
Children’s Attendance & Arrival	<ul style="list-style-type: none"> <li>• Only children who are symptom free or have completed the required isolation period should attend our setting</li> <li>• Nursery staff will risk assess the health of the children on a daily basis.</li> </ul>



	<ul style="list-style-type: none"> <li>• Few children will fall into the category of “clinically extremely vulnerable” and therefore unable to attend Nursery or OOSC, however it is the responsibility of the parent to get medical advice before allowing their child to attend.</li> <li>• Children are not permitted to attend if a member of their household is “clinically extremely vulnerable”</li> <li>• All children (and their parents) should avoid all non-essential public transport travel, and outside of Nursery/OOSC hours, minimise social interactions as per the national guidelines.</li> <li>• On arrival children will be asked to use the hand sanitiser before entering. (If they find this upsetting then they are to wash their hands as soon as they arrive in their room)</li> <li>• Children must not attend another childcare setting in addition to Caterpillar to limit their interactions with others and their contact to Covid-19. (As restrictions are lessened nationally, we will review this)</li> </ul>
<p>Children’s physical distance</p>	<ul style="list-style-type: none"> <li>• Children cannot be expected to (and should not) social distance and the guidance is to operate in small groups to minimise the mixing of children but maintain their overall well-being</li> <li>• The children are normally organised into small groups within the Nursery so this will help with social distancing. Wherever possible these groups should not mix during the day and stay within their own areas.</li> <li>• Care routines such as meals, nappy changing and toileting should be within the space allocated to each room/group and cleaned frequently throughout the day</li> <li>• The use of communal internal spaces should be restricted – therefore the OOSC children will not use the hall area as a large group for meals.</li> <li>• Children’s meals will be staggered and in a “rolling” manner to avoid children all seated together at the same time. Children will be seated with a “spare” seat between each other.</li> <li>• Singing and stories will be actively encouraged to settle and socialise the children, but they will be encouraged to sit a safe distance apart from one another.</li> <li>• Outdoor spaces will be used as much as possible to aid ventilation but should be used by different rooms/groups at different times of the day. (Parents need to ensure their</li> </ul>



	<p>children always have the appropriate outdoor clothing to facilitate this)</p> <ul style="list-style-type: none"> <li>• OOSC children who are generally cared for in much larger groups, will now need to “cluster” differently in line with new Government guidelines and any new procedures at Meadowdale</li> <li>• The OOSC children will now be grouped within their “school groups” with the same staff members each day.</li> </ul>
Children’s well-being	<ul style="list-style-type: none"> <li>• Children will be supported in an age appropriate way to understand the steps they can take to keep themselves safe including regular hand washing and coughing/sneezing into their elbow or a tissue using it the “catch it, bin it, kill it” campaign</li> <li>• Children will be supported to understand the changes and challenges they may encounter as a result of Covid-19 and staff will ensure they are aware of children’s attachments at all times</li> <li>• Children will be enabled to have more “pre-visits” or shortened sessions to enable them to settle into our settings once again after such a long period of absence</li> <li>• Also, whilst the spread of Covid-19 has to take a priority, we cannot to forget the importance of the children’s emotional, social and mental wellbeing and the long term effects if we were to withhold affection and social interactions. This is not the aim of this risk assessment.</li> </ul>
Staff Attendance & Arrival	<ul style="list-style-type: none"> <li>• Staff should only attend the nursery if they are symptom free or have completed the required isolation period or achieved negative test result.</li> <li>• Staff displaying any potential Covid-19 symptoms will be instructed to have a Covid Test, along with members of their household.</li> <li>• Staff (or members of their household) who fall into the category “clinically extremely vulnerable” will need to shield and are not permitted to work at this current time.</li> <li>• The Nursery Management will regularly risk assess the health of the individual members of the team</li> <li>• Staff must return their “health self-declaration” forms promptly when requested</li> <li>• Staff are to arrive in casual clothes and change into their uniform. When they leave, they are to change out of their uniform. Uniform is to be washed daily either at home</li> </ul>



	<p>or at nursery. Staff are to shower when they get home from nursery/oosc each day</p> <ul style="list-style-type: none"> <li>• Hands are to be sanitised (ensuring all part of the hand are covered) before entry and washed on entry to their room. Periodically washing hands is essential throughout the day</li> <li>• The number of staff in the nursery at one time will be limited as far as possible to only those that are required for the expected occupancy for each day.</li> <li>• The Baby Room and carpeted rooms do not have sinks and therefore will hand sanitiser available, though the babies will have their hands washed before meals and after using the garden.</li> <li>• <b>In line with our existing Safeguarding Policy, staff must keep their phones in their lockers throughout the day. To avoid the Track and Trace app, thinking that all staff have worked closely together, staff must ensure phones are turned off for the duration of their shift</b></li> </ul>
<p>Staff's physical distancing</p>	<ul style="list-style-type: none"> <li>• Where possible staff will remain within their rooms working with their small groups/clusters of children and avoid coming into contact with other groups. (Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios to make this feasible if required)</li> <li>• OOSC staff will organise themselves into "school/class clusters" to care and work as small groups</li> <li>• Lunchtime cover and relief staff will be allocated one room/group to work within each day/period</li> <li>• <b>No staff will be permitted in the kitchen whilst the chef is present, due to the limited space to facilitate social distancing. The chef will deliver meals to the rooms and staff and children will ensure they social distance from him on his arrival to their room. The chef will wash his hands before he has delivers a meal to each room and on his arrival back to the kitchen.</b></li> <li>• Staff will follow social distancing guidelines when liaising with parents and each other.</li> <li>• Social distancing must be maintained during breaks, and therefore lunchbreaks will continue to be staggered but staff will sit apart from each other (plus some staff already prefer to go home). Staff must wash their hands on entering the staff room</li> </ul>



	<p>and again when they arrive at their room after their break ends.</p> <ul style="list-style-type: none"> <li>• Staff leaving the premises on their lunchbreak must adhere to social distancing rules and change from their uniform and back again, plus washing hands on arrival</li> <li>• Staff will bring packed lunches prepared from home so as not to visit local shops/cafes for food during their working hours</li> <li>• Staff will refrain from physical contact with one another such as handshakes and hugs etc</li> <li>• Staff training will be conducted via virtual means. Ofsted have extended the expiry dates of First Aid training to enable staff to continue to be qualified. Staff have completed extensive online training whilst Furloughed to keep up their CPD.</li> </ul>
<p>Parents and Carers – Social distancing</p>	<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 and collect their child</li> <li>• Parents and children with suspected symptoms of Covid-19 will be instructed to be tested, along with members of their household</li> <li>• Ideally families should try to limit the drop off and collection to one parent per family and not bring along other siblings whilst dropping off/collecting</li> <li>• Parents will be organised in such a way to try to stagger their arrival times and avoid the busy/peak periods where possible</li> <li>• When parents are waiting for the door to be answered, physical distancing must be maintained in line with our new 2 metre queuing systems outside the nursery and OOSC</li> <li>• Parents are to sanitise their hands on arrival to our settings (ensure all parts of the hand are covered), cough and sneeze into tissues (or elbows) and remain 2 metres apart from our staff during handovers.</li> <li>• More in depth meetings can be arranged virtually with parents via Zoom on request</li> <li>• If nursery children are confident to do so, parents should seriously consider dropping their child off at the front door with a member of staff to minimise contact even further.</li> </ul> <p><b>Many children would find this distressing and we will not enforce parents to drop off and collect at the front door for this reason, especially after an extended period of absence.</b></p>



	<ul style="list-style-type: none"> <li>• <b>OOSC children being older will be encouraged to be dropped off and collected at the door but again this won't be enforced for reasons above.</b></li> <li>• Parents will be encouraged to leave our sites as promptly as is possible, once their child is settled</li> <li>• Parents will be requested not to "hand over" their children into a staff member's arms during as much as is possible during this period of social distancing and therefore we will work closely with parents on how best to encourage their children into their rooms.</li> <li>• We will continue to communicate regularly with parents about the role they play in the safe operating procedure and of all measures being taken to ensure the safety of their children and themselves</li> </ul>
Visits and Visitors	<ul style="list-style-type: none"> <li>• Attendance to the nursery is limited to staff, children and parents and therefore Musical Mavericks, Mindfulness, Superstar Sports and Forest School will be paused until it is safe to resume these activities.</li> <li>• In an emergency we may need to call a plumber etc and therefore the same social distancing and hygiene rules will be enforced with such individuals and where possible we will ask these persons to visit outside of our normal operating hours.</li> <li>• Visitors will be asked to complete a "Visitor Declaration Form" before they can enter the premises</li> <li>• Students will not be permitted within the Nursery or OOSC during this time.</li> <li>• Potential new parents will be offered the choice of a "virtual" tour, whilst appreciating this is not the ideal way to view new childcare for their child and they may request a physical visit, which we will facilitate safely and away from the children in attendance.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>• Staff must travel to work alone, using their own transport but preferably on foot or bicycle</li> <li>• Children must travel to nursery/OOSC as a household within their own vehicle but preferably on foot or bicycle.</li> <li>• If public transport is necessary to travel to nursery/OOSC, then individuals must follow the current guidance on the safe use of public transport</li> <li>• Parents will be encouraged not to leave travel accessories such as pushchairs, car seats and scooters at our settings.</li> </ul>



	<ul style="list-style-type: none"> <li>• Outing from our settings are currently paused.</li> <li>• Drop off and collections to schools via our minibuses will be done as safely as possible and in keeping with social distancing guidelines. If required, we may need to complete more trips to and from the schools to distance the children adequately and possibly agree temporary new collections arrangements with each school to facilitate this.</li> </ul>
Hygiene	<ul style="list-style-type: none"> <li>• All children and staff must wash their hands on arrival for the recommended 20 seconds</li> <li>• Children and staff must wash their hands regularly throughout the day but especially after toileting, before meals and after using the garden/playground. Hands also need to be washed after coughing/sneezing and for staff wiping younger children's noses.</li> <li>• Staff need to be "naked below the elbow" and not permitted to wear any jewellery to work apart from a plain wedding band.</li> <li>• Encourage the children not to touch their face, eyes, nose and mouth</li> <li>• An enhanced cleaning schedule will be implemented to include furniture, surfaces and children's toys and equipment. Staff will wear gloves and aprons whilst cleaning, dispose after use and wash their hands thoroughly</li> <li>• Toys will be rotated regularly so they can be cleaned. Soft toys and soft furnishings will be temporarily removed.</li> <li>• Special attention needs to be made to things like bikes and tricycles in the garden which are touched and used by lots of children</li> <li>• Malleable activities such as playdough cannot be shared between children.</li> <li>• Resources for activities such as painting, sticking, cutting, small world play, construction etc should be washed before and after use.</li> <li>• Toys are not to be shared between rooms</li> <li>• Lots of water play and water/washing games are to be encouraged with the children</li> <li>• Communal areas such as door handles, doorbell, light switches, tabletops and bannisters will be cleaned and sanitised regularly throughout the day</li> <li>• Tissues must be disposed of immediately in the bins provided.</li> <li>• Towels, flannels, bibs and bedding are washed after each individual use and children will not share these items</li> </ul>



	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use within our settings, however it will continue to be worn as normal for nappy changing, assisting with toileting and the administration of first aid. Face masks and eye goggles will be provided for use in the care of a children with suspected symptoms of Covid-19 whilst they are supervised in isolation and awaiting collection.</li> <li>• Any homemade non-disposable face coverings that staff or children are wearing when they arrive, must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take home. The wearer must clean their hands.</li> <li>• Windows will be open as much as possible to ensure good ventilation</li> <li>• Children will not be permitted to bring items in from home such as toys, unless absolutely essential and for their comfort/well-being. Such items will be cleaned on arrival where possible and put away safely when no longer needed by the child</li> <li>• Children will no longer be permitted to bring bags and spare clothes into nursery each day. Their clothes will need to be stored at nursery and we will take responsibility for the laundering of their clothes.</li> <li>• Equipment used by staff such as computers, stationary, telephones and tablets will be cleaned regularly with the correct cleaning material</li> <li>• The Management will ensure an adequate supply of essential cleaning supplies and hand sanitiser, with contingency plans in place to minimise the impact of shortages</li> <li>• Staff will be allocated their own personalised pen and all communal pens removed. Pens to sign the visitors book will be sanitised after each use.</li> <li>• Children will not be permitted to self-serve their own food at mealtimes and the free choice of materials will be limited and regularly cleaned such as the writing table, maths areas etc</li> </ul>
<p>Responding to a suspected case of Covid-19</p>	<ul style="list-style-type: none"> <li>• If a child begins displaying symptoms – a high temperature or continuous cough, they will be sent home immediately to isolate as per the guidelines. The child’s household will also need to self -isolate. They will be instructed to take a Covid-19 test.</li> <li>• Whilst waiting for a child to be collected, they will be isolated from the other children with a window open for ventilation, and supervised by a member of staff</li> </ul>





- If the child needs to use the bathroom before collection, then this area needs thorough cleaning before being used by anyone else
- Once the child is collected, the room/area they were isolated within will be thoroughly cleaned and sanitised in line with the guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- The person supervising such an isolated child, plus cleaning these areas afterwards will wear full PPE
- Staff who have helped a child who has become unwell with Covid-19 symptoms, will not need to go home unless they develop symptoms themselves. We will of course keep up to date on guidance from Public Health England on this guidance.
- All used PPE and cleaning materials used after a suspected Covid-19 case will be double-bagged and stored securely for 72hrs before being thrown away with the regular rubbish.
- If a staff member develops symptoms they should return home immediately (or remain at home) and isolated as per the guidelines and instructed to take a Covid-19 test.
- Any staff or child who has a member of their household develop symptoms will have to self-isolate as per the guidelines, and instructed to take a Covid-19 test
- Where a child or member of staff tests positive for Covid-19, then the rest of their room/group will be sent home and advised to isolate or 14 days. The other household members of the "wider" room/group do not need to self-isolate unless *their* own child from that group subsequently develops symptoms. At all times we will take advice from PHE regarding a confirmed case.



<p>What are we already doing (existing controls):</p>	<ul style="list-style-type: none"><li>• Health and Safety Policy</li><li>• Infection Control Policy</li><li>• Sickness and Illness Policy</li><li>• Sleep Policy</li><li>• Hand Sanitiser in areas where handwashing facilities are not readily available</li><li>• Posters are displayed to encourage hand hygiene and social distancing</li><li>• Meals are provided by our qualified chef and cooked on site adhering to Environmental Health guidelines (we have 5 stars from EH). They are transported safely to the OOSC from the nursery.</li></ul> <p>-</p>
<p>What further action is needed if necessary:</p>	<ul style="list-style-type: none"><li>• Ensure that in line with our Sleep Policy that the distancing of beds and cots is always facilitated by staff</li><li>• Devise a monitoring system for the usage of PPE and other essential items. Allocate a staff member this role</li><li>• Keep up to date with amendments to the following guidance:</li></ul> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a></p> <p><a href="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">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</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=09443c0a-3457-4ec6-9fe3-7b2ea379797f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=09443c0a-3457-4ec6-9fe3-7b2ea379797f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>



	<p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>
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Action by whom:	All Staff All Parents and Carers
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Monitored by whom:	Lisa Raynes, Director Fiona West, Director Zoe Hay, Deputy Manager Diane Brooks, OOSC Manager
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Signed:	Date:
Director's Signature:	Date: