

## COVID 19 Risk Assessment

<b>Name of Provision: Spon Lane Day Nursery</b>	<b>All Areas</b>
<b>Completed By: E.Iloyd &amp; K. Hampl</b>	<b>Signed:</b>
<b>Date: 14/02/2021</b>	<b>Review Date: when new guidance is released</b>

**\*Level of Risk-** High, Medium, Low (H/M/L)

<b><u>Identify Risk</u></b>	<b><u>Risk</u></b>	<b><u>Level of Risk</u></b>	<b><u>Control Measures</u></b>	<b><u>New Level of Risk</u></b> H/M/L	<b><u>Actions</u></b>
What is the risk?	Who might be at risk? How might they be harmed?	(H/M/L)*	What further action is necessary? (Remove, reduce or make aware)		Identify Monitoring tools Who is responsible for checks?
Arrival and departure of children, staff unable to maintain a 2metre distance due to contact with parents/ carers whilst handling children under the age of 12 months	Staff, children parents/ carers  Close contact may put people at risk of contracting COVID 19.	H	Tape used on floors to mark appropriate distance. Parents requested to stay behind the tape. Hand sanitiser is available upon entry to the site for parents.	M	Daily Checks – Management <ul style="list-style-type: none"> <li>• Safety of floor tape, level of cleaning and hygiene supplies.</li> <li>• Face masks are provided for staff and parents for them to use if they wish.</li> </ul>

## COVID 19 Risk Assessment

Handover of communications both verbal and hard copy key information.		M	Staff to complete verbal handover whilst keeping 1-2m social distance. Face coverings worn in communal areas. Younger children needing a more in-depth handover, information to be sent electronically on <b>Dojo</b> for parents to reflect on. Staff and parents to wear face masks provided if they wish.	L	Cleaning and hygiene monitoring checks for reception and corridor. Timely completion by all staff.
Accident/Incident & Medication Forms may not be completed by parents/ carers on same day.		M	Parents with medication for children or any injury/ accident forms must complete paperwork in the entrance area. Medicine bottles must be wiped over with antibacterial wipes located in the entrance area. Paperwork removed and filed in office immediately, key information to be transferred to internal room notes and shared with room practitioners.	L	Signage in place indicating face coverings and maintaining a 1 – 2 metre distance.
Multiple adults congregating in entrance areas to drop off or collect children and other communal areas within nursery.		M	If queuing, parents must leave 1 - 2m distance to allow for persons exiting the buildings to have a safe space to do so. Signs to be displayed as a reminder of social distancing. Only one parent allowed in reception at a time. Communal areas and high traffic touching areas such as door handles to be cleaned frequently throughout the day.	L	

## COVID 19 Risk Assessment

<p>Multiple group use of furniture and resources in the play areas, resulting in potential contamination when used for activities throughout the day.</p>	<p>Staff and children</p>	<p>M</p>	<p>Tables and chairs cleaned and disinfected after each use and before and after mealtimes.</p> <p>Toys no longer need to be reduced. All toys can be shared within the room but must not be shared between rooms. Staff must ensure toys are cleaned thoroughly and rooms are cleaned thoroughly each evening. Any resources used out of the resource room must be sanitised before being placed back in storage.</p> <p>Playdough can now be used within room and thrown away at end of the day. Sand, mud and water play can be used within rooms, staff must ensure no cross contamination from children from other rooms.</p>	<p>L</p>	<p>Cleaning checks in place for staff to complete daily. Room hygiene and equipment cleaning checklist.</p>
<p>Children's imaginative and creative play involving table top and floor activities. Contamination of hands.</p>	<p>Staff and children</p>	<p>H</p>	<p>All floors mopped or alternatively cleaned in accordance with the floor covering. Window ledges and skirting boards wiped. Children should be encouraged where possible not to touch their faces or to put objects in mouths and are taught</p>	<p>M</p>	<p>Cleaning routines identify start and end of day, also cover the type of play. Supplies are monitored weekly. <b><i>Supplies of soap and hand towels</i></b></p>

## COVID 19 Risk Assessment

			to follow catch it kill it bin it guidelines. Hand washing is modelled and encouraged throughout the day.		
All children utilising outdoor environments and large toys, cross contamination.	Staff and children	M	All outdoor toys used are cleaned prior to and after use by allocated support member of staff. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. <b>Posters and songs</b> used to encourage and remind children about hand washing and keeping each other safe.	L	Outdoor equipment cleaning checklist.  <b>Cleaning sprays and disposable cloths</b> are available.
Internal/ external doors, handles and hand rails being used throughout the day by multiple people.	Staff, children, parents and carers.	H	Wiped and sanitised at the beginning, end and frequently throughout the day to reduce the risk of any cross contamination. <b>A disposable cloth</b> to be used, with <b>cleaning products</b> normally used.	M	Management to monitor cleaning supplies.  All staff to complete cleaning checks for each area

## COVID 19 Risk Assessment

Rapid spread of infection	Staff and children	H	<p>Outbreak Management Plan in place. Any significant rapid increase in COVID cases are reported to DfE Public Health. Staff to follow advice provided.</p> <p>Communications with parents detail COVID symptoms and the importance of self-isolation and testing. Staff to teach children about the spread of germs and what to do after nose wiping and coughing. Children to use the childrens hand sanitiser ONLY with adult supervision. For children who do not consent to sanitiser they must wash their hands in the bathroom. For younger children staff to ensure they also follow catch it kill it bin it and use hand sanitiser afterwards or wash their hands.</p> <p>Adequate ventilation in all rooms. Windows (or door during indoor/ outdoor play) to be open at all times to ensure good air flow throughout all rooms.</p>	M	<p>Management to monitor cleaning supplies and all staff are aware of procedure. Staff to also let management know if running low.</p> <p>Catch it, kill it, bin it guidance and visual aids.</p>
---------------------------	--------------------	---	---	---	---

## COVID 19 Risk Assessment

<p>Supporting children who fall ill, dealing with young children's personal hygiene and nappy changing - being exposed to bodily fluids.</p>	<p>Staff and children</p>	<p>H</p>	<p>All staff who support children with nose wiping, toileting, etc, to wear gloves and aprons when dealing with bodily fluids.</p> <p>Regular hand washing by both adults and children.</p> <p>Staff dealing with a child who becomes ill with potential symptoms of COVID 19, <b>should wear PPE including a face mask</b>. Staff to be made aware of symptoms and how to contain the virus from spreading. PPE must be wrapped in bags and disposed of appropriately and immediately.</p> <p>Parents to collect child, whilst awaiting collection, the child should be moved to the library with appropriate adult supervision. A window should be opened for ventilation. The library must be deep cleaned afterwards.</p>	<p>PPE monitoring weekly. Illness records and communications. Testing to be requested, PHE confirmed cases and self- isolation. Monitor supplies of PPE.</p> <p><b>Pictorial posters</b> displayed to support hand washing.</p> <p>Follow guidance: You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p>
--	---------------------------	----------	---	---

## COVID 19 Risk Assessment

<p>Overflowing bins located next to nose wiping stations, in rooms and bathrooms - exposing staff and children to contaminated tissues, hand towels.</p>	<p>Staff and children</p>	<p>H</p>	<p>Ensure bins lids are closed to contain rubbish, the lids are cleaned, All rubbish bagged and disposed of appropriately.</p>	<p>M</p>	<p>Hygiene checklists monitored.  Cleaning procedures adhered to by all staff.</p>
<p>Fire alarms and practice drills require management and handling of children, in the event relocation to alternative premises is required small groups would be compromised.</p>	<p>Staff and children</p>	<p>H</p>	<p>Health and Safety regulations adhered to, safety of children is prioritised. Fire safety bag includes all emergency communication equipment, hand sanitiser disposable gloves, aprons and antibacterial wipes. Initial fire drills support children's understanding of exiting the building safely. Hand Sanitiser used by children and staff as contact may be required for physical intervention.</p>	<p>L</p>	<p>Fire procedures displayed in all areas.  Weekly fire bag contents monitored.  Fire log book identifies any actions.</p>

## COVID 19 Risk Assessment

<p>Staff cleaning bathroom areas where bodily fluids are visible.</p>	<p>Staff and children</p>	<p>H</p>	<p><b>Gloves and apron</b> to be worn and disposed of immediately after the area is cleaned. If the fluids are from a suspected coronavirus case, <b>masks</b> to also be worn covering the nose and eyes. A <b>disposable cloth</b> to be used, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used. Cleaning solution to be used in accordance with COSHH regulations. Staff complete regular rapid flow tests.</p>	<p>M</p>	<p>Monitor cleaning and PPE supplies. Bathroom cleaning checklist to be completed.</p>
<p>Look around for potential parents and children</p>	<p>Staff children parents/carers  Close contact may put people at risk of contracting COVID 19</p>	<p>H</p>	<p>Look arounds will take place after nursery is closed at 6pm Parents/carers are asked to sanitise their hands upon entry to the building and remove shoes. Form to be completed to take name and phone number for track and trace purposes and ask if they have had or been around anyone that has had symptoms of COVID 19. Prospective parents will be asked not to touch anything whilst looking around any items touched will be disinfected afterwards.</p>	<p>M</p>	<p>Forms completed to be filed in COVID 19 folder.  Shoe covers available when needed.</p>



## COVID 19 Risk Assessment

Trial sessions for new children	Staff children parents/ carers.	H	<p>Trials to be carried out in the library. Staff to fill out all necessary paperwork with parent and child for the 1<sup>st</sup> hour. Parent will be asked to sanitise hands, remove shoes and can optionally wear a mask before entering nursery. Staff must take the child to wash their hands and remove their shoes. Library windows must be opened to allow air flow.</p> <p>The trial session will include the child being taken into their own room after washing hands and removing shoes. Parent will be asked to wait in the library.</p>	M	Management to make all new prospective parents aware of new trial procedure.
---------------------------------	------------------------------------	---	--	---	--

## COVID 19 Risk Assessment

Outside agencies/professionals	Staff, children and visitors	H	Visitors / staff and outside agencies will be kept to a minimum, necessary safeguarding, training and support/ SEN will still be welcomed with PPE and social distancing where possible. A COVID risk assessment will be taken from the outside agency and they will adhere to Spon lane day nursery existing assessment.	M	<p>Management to ensure Risk assessment from outside agency has been received, understood and filed in the COVID folder</p> <p>Management to ensure there is enough PPE available and all staff and outside agency adhere to control measures.</p>
--------------------------------	------------------------------	---	---	---	--