|  |  |  |
| --- | --- | --- |
| **Coronavirus (COVID-19) Risk assessment** | | |
| **Establishment:**  **Cygnets Nursery** | **Assessment carried out by: Becky Gelver** | **Date: 16th May 2020** |
| **Review Date: September 2020** | **Red - High risk**  **Yellow - Medium risk**  **Green - Little or no risk** | **Draft 17/5/20** |

A picture containing food

Description automatically generated

|  |  |  |  |
| --- | --- | --- | --- |
| **Focus** | **Area of consideration** | **Recommendation** | **Risks and level of risks** |
| Children, Families and Staff  Children Families and Staff    Children and Adults  Children  Children | Drop off and Collection  Drop off and Collection | * Parents and None staff members are not permitted to enter the building. * Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times. * Parents are to demonstrate social distancing at all times. * A member of staff will be outside to welcome children and take the register. * A staff member will be on the door to sign the children out at the end of the session. * Children’s bags and coats to be hung up. * Staff member to wipe down lunch boxes and water bottles before they go on the lunchbox trolley. * Children to enter the setting and wash their hands thoroughly on arrival at the setting, when changing rooms and before eating. * On arrival at the Nursery, it is reasonable to ask parents on the health of their child and household. 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 will not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and current isolation guidelines followed. * Any child who has taken any form of paracetamol or ibuprofen, for example Calpol, will not be allowed into the nursery for a minimum of 48 hours and can only return when the child is symptom free. * Any child who displays signs of a cold will not be allowed in nursery until they are symptom free. * No toys, teddys, dummies or similar items are to be brought in from home. * All children coming to the setting should avoid all non-essential public transport travel. * Outside of setting hours, parents and children should follow national guidelines for social interaction. * 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. * 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 stagger the timings where possible. * 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. | * Parents must agree to prompt collection and pick up times. If a parent cannot agree to prompt pick up, then the child cannot return to nursery. * Families will not stick to staggered times or use good time management. * Families will not stick to social distancing * 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 thoroughly * Children will touch face, hands, mouth * Non-essential travel and social interaction guidelines not followed by families * Families not telling us children have had medication * Enough staff in to ensure children can adapt easier to routine changes |
| Physical distancing/ grouping | * Implement social distancing where possible: * Small groups “bubbles” with one practitioner * Parents to leave the site promptly after dropping off and collecting their child. * Children’s sessions will be organised into small groups of attendance, wherever possible these small groups or “bubbles” should not mix with other “bubbles * Care routines including snack and lunch time should be within the space allocated to each “bubble”. * The use of communal internal spaces should be restricted as much as possible. * Outdoor space will be divided into areas, only one “bubble”, will be in a particular area at a time and resources will be cleaned after use. * Return will be gradual with priority given to school leavers and vulnerable learners. | * 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 |
| Play and Learning | * Minimise the resources available to those that can be cleaned effectively. * Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. | * Social distancing is virtually impossible with early years children. * Parents will gather in social groups outside premises. * Children will struggle to understand that they cannot explore the setting (free flow) or self- select toys and resources. |
| Children’s Wellbeing and Education  Children’s Wellbeing and Education | * Children should not attend if unwell. * 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, or elbow. * Encourage children to avoid touching their face, eyes, nose and mouth. * 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. * Provision will not be normal, each “bubble” will have their own resources. This may impact on children free flow play. * Resources to be minimalised and multiple groups are not to use it simultaneously. * Removal of soft furnishings, soft toys, dressing up, playdough, sand and toys that are hard to clean. * Where possible children and adults in small groups, keep these groups 2m apart from each other and minimise contact between them. * Activities will be based in the garden as much as possible. Children will need jumpers and a coat every day, they will also need to have sun cream applied before attending. * Separate shoes are to be worn, inside and outside, shoes to be placed in the children’s group box. | * 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. * Limited learning due to limited resources. * Children impacted by limited groups – negative impact on mental wellbeing * Not normal provision – could have a negative impact on mental wellbeing. * Unnatural and unsettling environment * Children needing more comfort, making them more unsettled and uncomfortable, putting staff and children at further risk * Produce a virtual tour of the new room layout, send to parents to share with their child. This will enable the children to the changes before they start. * Minimise contact and mixing of “bubbles”, each group has its own resources. * Play base curriculum including self-selection and child led will be limited due to the children being in a certain area. * Learning will not be natural and very forced and mental wellbeing will suffer due to unnatural social interactions with peers, carers and staff. * Parents will not send child in sun creamed and will not always remember jumper and coat. Preschool clothing not to be used. |
| Toileting, nappy changing and cleaning up of accidents | * Children should be supported to do as much for themselves as possible. * Limit number of children using sinks, “bubbles” to queue separately to allow for more space. * When changing nappies toilets are to be closed off to all other children. * When changing nappies staff are to wear an apron and one pair of gloves. Used nappy, gloves, apron and bagged and placed in the nappy bin. * If an accident happens whilst it is dealt with no one else should use the bathroom. * 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. * Children’s own clothes to be used. | * Children struggle to wait their turn. * Children use to free flow with toilets, they may try to help others with taps and hand towels. * Toilets may not get cleaned properly. * Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom * Staff will overuse PPE causing shortages and unwarranted expense * Parents might not send in spare clothing, or enough of it. Preschool clothes are not to be used. Child will have to go home if no home clothes provided. |
| If a child starts displaying symptoms | * If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. * A child awaiting collection should be moved away from the other children and with at least 2 metres away from other people. * 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. | * Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.   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) |
| Staff | Attendance | * Staff should only attend the Nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. * Staff with underlying conditions unable to work as normal. * 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. | * Staff to be vigilant on health and stay away if unwell. This is likely to impact on staff finances as we often work through minor illnesses which we will no longer be able to do. * 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 preschool signed by all staff to say that they have received and read a copy. |
| Staff | Wellbeing | * Practitioners will be working different hours and in different groups. * Staff will be focused of children and cleaning as we go along * Socialisation and interaction will be different with a limit to contact with other adults and the children. * Separate shoes to be worn inside and outside. | * Not a normal provision – may have a negative impact on staff members mental wellbeing. * Unnatural and unsettling environment. |
| Food Preparation, snack and lunches |  | * Staff and Children MUST wash hands before eating. * Staff and children MUST wash hands after eating. * Children and adults to be responsible for their own food rubbish. * Adults to handle eaten food as little as possible, for example left over food being placed back into the child’s lunchbox. | * Regular hand washing before and after eating. * Children to put their own rubbish left over back in their lunch box. |
| Staff and  Parents | Physical distancing/grouping | * 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 as much as reasonably possible. * 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 or outside. * Outside of setting hours, staff, parents and children should follow national guidelines for social interaction. | * Physical distancing is impossible in early years, even though staff can be vigilant and minimise it. |
| 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. | * Training available online for infection control and Covid - 19. Certificates to be presented/emailed before start date. |
| Physical distancing | * 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 stagger the timings where possible. Parents are to leave promptly and move away from the preschool 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. | * 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 they will have the social distancing measures reinforced to them. * Further breaches may result in loss of child’s place at the nursey. * Allowing parents to enter premises can put staff and children at risk. |
| Parents, Staff and Visitors | Communication | * 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. * Owner to clearly and promptly keep all staff informed of changes and details of wages, policies etc. | * Policy and contract to be sent out to each family before return * All families to return a signed contract before return |
| Visitors | * 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. * New family show rounds should be done virtually outside of nursery hours. | * Produce virtual tour to send to prospective parents. * Unannounced visitors not to be admitted. * Visitors by appointment only. |
| Travel | Travel associated with setting operations | * Wherever possible staff and parents should travel to the nursery using their own transport. * If public transport is necessary, current guidance on the use of public transport must be followed. | * Guidance not followed. |
| PPE | Staff and children | * 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. * 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: * 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 * 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 face shield should be worn by the supervising adult. If contact with the child is necessary, then disposable gloves and a disposable apron should be worn. | * Disposable gloves, apron and masks 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. Face shields only to be worn only when a child becomes unwell. * 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. * 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. |
| Cleaning | Undertake regular cleaning  Cleaning of Electronics | * Clean and disinfect frequently touched surfaces throughout the day. * This includes tables, chairs, resources, equipment, doorknobs, counter tops, handles, kettle, fridge, light switches, toilets, taps, and sinks. * Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. * Play equipment to be minimalised and multiple groups are not to use it simultaneously. * Using a disposable cloth, 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. * Regularly clean tablets, magic boards, Bee bot’s walkie talkies and the mobile phone throughout the day. * Regularly clean tablets, magic boards, Bee bots walkie talkies and the mobile phone throughout the day. | * 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. * Staff skin will get sore from frequent use of cleaning products if gloves are not worn. * Children and adults to wash their hands before and after using the devices. Anti - bacterial wipes to be used after use |

Comments:

Following a risk assessment, I feel that we will be able to minimise children’s / staff and parents contacts and with all the hygiene practices in place we can reduced the spread of any germs.