**The Life Nursery Risk Assessment COVID-19 (September 2020) (Revised 21st September 2020)**

**Coronavirus Key Actions**

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| **Specific issue**  | **Action including measures**  | **Who**  | **Notes**  |
| Suspected case in nursery (staff or child) | * Contact relevant agencies e.g LA/ public health 0800 046 8687, Ofsted England
* Notify Board of Directors
* Deep clean
* Inform staff
* Contact parents
* Follow government guidance
* Isolate child away from others until child is picked up
* A face mask should be worn, gloves and apron until child is collected
 | Staff Families  |  |
| Confirmed case in nursery  | * Contact relevant agencies eg Ofsted, Public Health – 0800 046 8687, Board of Directors
* Deep clean all areas
* Inform staff
* Contact parents
* Key next steps closure of nursery
 | Staff Families  |  |
| Suspected case in family  | * Parent to contact 111 and follow guidance
 | Staff families  |  |
| Confirmed case in family  | * Children and family to self-isolate at home as per government guidelines
* Deep clean the nursery. Follow guidance provided
 | Staff Families  |  |
| Staff with symptoms  | * Stay at home, self-isolate and follow government guidelines.
 | Staff Management  |  |
| Pregnant women  | * Follow government guidance
* Stay at home where possible
 | Parents Staff  |  |
| Staff with underlying conditions clinically vulnerable  | * Follow government guidance
* Social distance where possible work in office where possible
* Letter from health professional
* Work from home where possible
 | All staff  |  |
| Staff who are clinically extremely vulnerable  | * Follow government guidance on shielding
* Letter from health professional
 | All staff  |  |
| Health and safety check of building  | * Complete before opening
* Adjust fire alarm procedure, assembly point if needed
* Consider how floor space and outdoor space can be organised to ensure physical distance between staff and children
* Follow policies for setting e.g sickness management
* 1.1 support for children with additional needs
* Ensure all staff know that change of routine may be difficult for children with SEND
* Review EHC plans
 | Manager  |  |
| Reviewing staff  | * Louise to speak to all staff, discuss and reassure them about any concerns
* Communicate plans with staff ensuring they are aware of and understand all new measures to reduce transmission of the coronavirus and their roles and responsibilities
* All staff trained on infection control, for example putting on, taking off and disposing of PPE
* Anyone displaying symptoms or has displayed symptoms in the previous 7 days or lives with someone who is displaying symptoms should not attend work unless they have been tested
* A high temperature
* A new continuous cough
* A loss of, or change to, your sense of smell or taste
* Household should fellow advice and government guidance
* Consider the impact of staff availability and qualifications
* Including designated safeguarding lead, SENCO and paediatric first aid
* Deputise responsibilities or arrange cover if affected member of staff fulfil designated roles
 | Manager  |  |
| Testing  | * All staff and children who are attending a childcare setting will have access to a test if they display symptoms of the coronavirus
* If they test positive their immediate group within the setting should be sent home and advised to self-isolate for 14 days
 |  |  |
| Communication with parents  | * Communicate your plans with parents/carers for the wider opening of the setting
* Ensure they are aware of all new measures put in place to reduce the risk of transmission
* Update parents on updated policies and procedures
* Ensure all parents/carers understand that if anyone one has symptoms, they must not attend the setting
* Ensure they know they can assess test if showing symptoms
* Remind parents/carers of complaints policy to resolve any low-level concerns that may arise
* Identity the children who are likely to return to the setting
* Support parents to understand the risks
 |  |  |
| Adapting EYFS | * Support children back into new routine and support them settling back into the setting
* Early language and communication skills are essential
* Opportunities for exercise should be encouraged to exert themselves physically
* Continue to provide an environment that invites learning across all 7 areas as far as is practicable during this time
* Use singing, stories and games to help children to socialise and resettle into familiar everyday routine
* Follow government guidance in relation to EYFS, 2 year progress checks etc
 | All staff  |  |

**Core Control Measures**

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| --- | --- | --- | --- | --- |
| **Control Measures**  | **Risk**  | **Notes/Action**  | **Who**  | **Review**  |
| Tissues in all areas  | Low  | * Ensure adequate stock level for each area
* Replenish as needed
* Staff to also self- replenish from stock
* Empty bins regularly throughout the day
 | All staff  |  |
| Alcohol based gel  | Low  | * Additional bottles provided
* Ensure bottles are full at the beginning of the day
* All children to use (or wash hands regularly)
* All staff to use (or wash hands regularly)
* All children and staff to use soap and wash hands regularly
 | All staff  |  |
| Monitoring daily any child or staff absent  | Low  | * Daily report of absences and symptoms
* Weekly report of children absent
 |  |  |
| Snack time  | Medium  | * Limit snack to eight children at one time, one staff member to supervise, using two tables to social distance the children
* No snack to be left out
* Snack will be given to the children without contact/touching when they go to the snack area
 | All staff  |  |
| Lunch time | Medium | * One member of staff to supervise lunch
* Gloves to be worn at all times during lunch
* Encourage children to get their own lunch box and put it away after
 | All staff |  |
| Minimise resources  | Medium  | * No sand, playdough, cuddly toys, dressing up clothes, cushions, blankets etc to eliminate risk
* All toys that cannot be cleaned easily should be removed
* Remove unnecessary items from learning environment and store elsewhere
* Enabling effective cleaning
* Clean equipment with antibac spray regularly after been touched by other children
 | All staff  |  |
| Children drop off/pick up | High  | * Children will walk into nursery freely, if not they should go home
* Staff to wait at the gate and staff to mark children off the register
* Staff to wear PPE (visor, mask, gloves)
* No toys, teddies or blankets to be brought into nursery from home
* Limit drop off to one parent/carer
* Only children who are symptom free will be allowed into nursery
* Ensure that all parents are aware that they cannot stand and talk by the gate
* Ensure they know to stand 1m apart
* Parents not allowed in and should leave asap after dropping child off/or collecting
* Social distancing should be adhered to at all times
* Any child who has been advised to shield or isolate should not come into nursery
* Parents should be asked not to come into the setting and discussions should happen virtually or on the phone at the end of a session and not at the door
 | All staff Parents  |  |
| Good personal hygiene  | Medium  | * Inform parents of hygiene expectations and to discuss with children
* All children to wash their hands before coming to nursery, before going home and when they get home
* Staff to teach children how to wash their hands
* All children and staff to wash hands as soon as they enter nursery
 | All staff Parents  |  |
| Toileting and Accidents  | Medium  | * Children to be supported to do as much as they can independently with support if needed
* Limit number of children using sinks
* If a child has an accident child should be supported and then the area cleaned/disinfected appropriately before anyone else uses the area
* If child needs the bathroom, this should be cleaned afterwards
* Following guidance PPE must be worn while changing nappies (visor, mask, gloves, apron)
 | All staff  |  |
| Review of cleaning  | Medium  | * Daily clean of the nursery
* Clean in between sessions
* At the end of every other day use fogger machine (Life Centre) – PPE to be worn and training given to staff by Manager/Rob
* Cleaning of areas should be done throughout the day including the cleaning of equipment regularly
* No toys from home will be allowed into the setting
* Outdoor equipment and toys to be cleaned regular throughout the day
 | All staff  |  |
| Additional touch point cleaning daily  | Medium  | * Handles and rails to be cleaned in between sessions during the day
 | All staff  |  |
| Visitors to nursery  | High  | * No visitors allowed into nursery
 |  |  |
| Social distancing  | High  | * Will be adhered to where possible between staff and children
* Children and staff are not expected to be 1m apart while in setting
* Reduce sharing of toys
 | All staff Children  |  |
| Support families not attending nursery  | Low  | * Continue to ring all parents of children who are not attending nursery
* Maintain contact with key person and peers through the early years setting
* Hungary little minds provides activities for parent/cares which they can do at home with children
* BBC’s Tiny Happy People and National Literacy Trust’s Family Zone have many ideas for families staying at home
* <https://www.gov.uk/guidence/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19>
 | Staff  |  |
| Bins | Medium  | * Ensure bins are emptied after every session
* Spray bin lids after every session and throughout the session
 | All staff  |  |
| Water bottles  | Medium  | * Offer children water every half an hour
 | All staff  |  |
| Windows  | Medium  | * All windows must be left open at all times to ensure ventilation
 | All staff  |  |
| PPE | Medium  | * Majority of staff in setting will not require PPE other than when changing nappies, bodily fluids etc, however should staff wish to wear eg face masks, visors, gloves, then these are available for them to use
 | All staff  |  |