

COVID-19

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Saffron Walden Nursery School

COVID-19 Risk Assessment

Updated October 2021

Risk Assessment & Action Plan for Covid - 19

 We will be following these guidelines to ensure the safety of children, staff, and parents.

* Ensure parents are advised to keep children with any symptoms at home
* Ensure staff who are symptomatic do not attend work
* Frequent handwashing and good respiratory hygiene practices
* Regular cleaning of settings
* Minimising contact and mixing

We will follow the recommendations given by PHE, WHO and the Government and will

review our procedures regularly to ensure we are in line with the most current advice.

This document combines both a risk assessment, action plan and an outline of procedures.

It should be read alongside the Nursery Policies and Procedures.

Responsibilities and actions - <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Dis -applications - <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

Safe working - <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#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies>

Implementing Protective Measures - <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#when-open>

Cleaning - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Suspected case guidance for home https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

Supporting Vulnerable Children - <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Shielding - <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Testing - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

PPE Guidance - <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Track and Trace - <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

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| **Theme** | **Hazard/Issue** | **Who might be harmed?** |  | **What additional measures will be put in place** | **By whom** | **Reviewed?** |
| General Considerations |  |  |  |  |  |  |
| Room Layout - increased risk of infection | ChildrenStaffParents  | * EYFS minimum indoor space requirements:
* Under 2’s 3.5 metres squared per child
* 2 year olds 2.5 metres squared per child
* 3-5 year olds 2.3 metres squared per child
 | * Windows open to ensure good ventilation.
* Posters and other resources to support good levels of hygiene and to aid children’s understanding.
* Use of communal space minimised.
* Divider used to separate toilet area.
 | MTAll Staff |  |
| Daily Practice | ChildrenStaffParents | * Children to be placed in room groups.
* Rooms remain as a “room group” throughout the day. They will not mix with other age groups.
 | * Should bubble size be reduced by the Government. Priority will once again be given to children of critical workers, vulnerable children and 3-4 year olds. This will be in conjunction with government guidance.
* Wherever possible activities will take place outside as according to guidance this is the safest place to be
 | MTAll Staff |  |
| Lack of understanding by parents/carers/staff | ChildrenStaffParents | * We will continuously adapt to any changes within government guidance to ensure the safety of our children, staff, and families. We want everyone to clearly understand their responsibilities.
 | * Home/Nursery agreement produced to reflect the situation and signed by parents. This will be a requirement before children are able to start.
* Regular updates will be provided by Tapestry and Facebook – parents will not be given paper copies unless they are unable to access these online
* All staff to read/sign procedures and risk assessment.
 | MTParentsAll Staff |  |
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| PPE and Personal Hygiene | Hand hygiene | ChildrenStaffParents | * Hand Hygiene is key in reducing the risk of infection.
* Children must not use hand sanitiser due to high alcohol content.
 | * All children to wash hands at regular intervals throughout the day, including on arrival, before leaving, after toileting, before and after eating and on coming inside from the garden.
* Children taught hand washing song this lasts a minimum of 20 seconds and encourages thorough hand washing.
* Hand soap, hand towels and taps regularly checked and sanitised.
* Hand washing supervised to ensure it is done effectively.
* Adults to have personal hand sanitisers stored in a zipped apron pocket.
* Hand Sanitiser stations will be set up across the setting including entry/exit points at adult height.
 | MTAll Staff |  |
| PPE | ChildrenStaffParents | * We are aware that COVID-19 can both be transmitted from person to person and from object to person.
* We want to keep our children, staff, and families as safe as possible.
* We recognise the importance of PPE in helping our staff to feel safe to return to work.
 | * All staff to wear gloves and disposable aprons for nappy changing/ toileting children.
* All staff provided with a waist apron with pockets to enable them to carry around gloves, tissues, and hand sanitiser safely. Apron to be washed daily.
* All staff provided with face mask, hand sanitiser.
* Staff allowed to choose whether they would like to wear a face covering whilst working.
* Staff given training on safe use of PPE
* Stocktake required PPE. LG and RP to ensure a good stock level is maintained.
 | All staffMTLGRP |  |
| Spread of virus through sneezing or coughing | ChildrenStaffParents | * Lidded bins are already available in the classroom and next to the tissue boxes.
* Good Respiratory Hygiene promoted to staff and children
 | * Additional bins and boxes of tissues to be made available outdoors to encourage “catch it, bin it, kill it” behaviour.
* Children taught to wash hands after wiping their nose.
* Children taught to cough into their elbow.
* Tissue bins emptied at lunch time and end of day as a minimum.
* Stocktake of tissues and hand soap to ensure good supply – LG and RP
* Staff to have tissues and hand sanitiser in their apron pocket so easily available
 | All staffMTLGRP |  |
| Reducing transmission from home - school | Potential transmission on items from home/school | ChildrenStaffParents | * COVID-19 is able to survive for long periods of time on a range of surfaces.
 | * All staff and children asked to wear clean clothes each day.
* Staff asked to minimise bags brought to and from the setting.
* One bag per child with spare clothes, sunhat, nappies etc to be kept at the setting in bag provided. This will be provided in a carrier bag on first session and transferred over.
* Parents asked to wear a face covering on pick up and drop off. (Personal choice – this is no longer mandatory)
* If a child has a comforter, we will ask if a spare can be left at the setting where possible. If this is not possible, we will ask that it is cleaned daily and may spray with disinfectant or clean on entry.
* Lending libraries will not be used at this time and instead suggested home learning activities will be posted on Tapestry.
 | MTAll staffParents |  |
| Collection/Drop off times – risk of infection | ParentsChildren Staff | * Social Distancing is vital to reduce infection rates we will do all that we can to minimise gatherings.
 | * Markers placed outside on pathway to encourage social distancing. Posters reminding parents regarding social distancing.
* Parents may not enter the building unless a prior appointment has been made with the Management Team
* Hand Sanitiser to be available at all entrances/exits.
* One bag per child with spare clothes, sunhat, nappies etc to be kept at the setting in bag provided. This will be provided in a carrier bag on first session and transferred over.
* If a child has a comforter, we will ask if a spare can be left at the setting where possible. If this is not possible, we will ask that it is cleaned daily and may spray or clean on entry.
* A member of the senior leadership team, wearing a face covering will welcome the children at the door. Staff will sanitise their hands between children.
 | MTAll staffParents |  |
| Meal Times | Lunch time – infection  | ChildrenStaffParents | * Items brought in from home could potentially carry the COVID-19 virus into the setting.
 | * Parents to be mindful of bringing in toys from home. Comforters are permitted.
* Lunches must be provided in a wipeable box/bag.
* Parents asked to provide food in easy to open containers to minimise risk of cross-infection.
* Drinks will be provided by the setting, only nursery cups/beakers will be used.
 | MTAll staffParents |  |
| Snack Time | ChildrenStaffParents | * Nursery will continue to provide snack
 | * Surfaces should be sanitised between uses.
* The dishwasher should be used to ensure all items are washed at a high temperature.
 | All staff |  |
|  | Laundry  | ChildrenStaffParents | * Guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
 | * All Laundry to be placed in the lidded laundry baskets in the main hall.
* All staff will ensure items are washed at the hottest possible temperature.
* Gloves and disposable apron will be worn when handling dirty laundry.
 | All staffMT |  |
|  | Nappy Changing/toileting | ChildrenStaffParents | * High levels of hygiene already observed
 | * Staff to wear gloves and a disposable apron when changing nappies or assisting with toileting. Face masks available if staff choose to wear them.
* Nappy bin to be emptied and sanitised regularly throughout the day.
* Nappy changing unit sanitised between each change.
* Children to wash hands after having their nappy changed/toileting.
 | All staff |  |
|  | First Aid | ChildrenStaffParents | * High levels of hygiene already observed
 | * Staff to wear gloves and apron.
* Face masks may be worn if staff member deems necessary.
* Handwash before and after treatment.
* Limit number of people involved in first aid where possible.
* Use of thermometer
* Sanitise ice pack before and after use.
* Sanitise hands before accessing first aid box.
* First aid forms given to parents so they can read and sign.
 | All staff |  |
|  | Sleep Time | ChildrenStaffParents | * All normal safe sleeping requirements apply
 | * Sleep mats and coracles will be sanitised after each use.
 | All staff |  |
| Emergency Evacuation |  | ChildrenStaffParents | * Social distancing will be very difficult in an emergency.
 | * In the event of an emergency the priority will be getting out of the building regardless of social distancing.
* Where possible groups will be kept separate at the evacuation points
* All staff to be reminded of emergency procedures.
 | All staffMT |  |
| Cleaning of Rooms | Cleaning of rooms throughout the day and the end of the day | ChildrenStaffParents | * Regular cleaning and wiping down of surfaces to be carried out throughout the day.
 | * The setting will be cleaned at the end of the day using disinfectant. This includes all floors, doors, touchable surfaces, and toilet areas.
* Throughout the day the toilets will be checked and sprayed with an antibacterial spray.
* Toilet floors will be mopped at lunchtime and the end of the day.
* Stock check and review cleaning product to ensure adequate levels are available – LG and RP
* COSSH to be undertaken for any new cleaning product.
* Staff toilets supplied with sanitiser and wipes so can be cleaned in between uses. Particular attention should be paid to high contact areas.
 | All staffMT |  |
| Resources | Staff Resources | ChildrenStaffParents | * As a setting we generally share resources, during this time it is important we minimise cross- contact between staff where possible
 | * Computer keyboards, mice and phones should not be shared however if these are they should be sanitised after use.
 | All staffLG and RP |  |
| Indoor Resources | ChildrenStaffParents | * Regular cleaning of resources to continue/ label boxes to state when the resource was used last.
 | * Role-play clothes to be washed at the end of each week.
* Resources will be cleaned and sanitised regularly. (This may be with Milton, Sanitiser, or hot soapy water).
* All staff to ensure resources/boxes are labelled to let other staff know when they were last in use.
* Any resource which is “mouthed” by children will be immediately removed once play has finished and sanitised.
* Playdough, and other malleable resources will be remade daily.
 | All staffMT to monitor |  |
|  | Outdoor Resources | ChildrenStaffParents | * Regular cleaning of resources used including a label to ensure staff know when this resource was last used.
 | * Resources will be cleaned and sanitised regularly. (This may be with Milton, Sanitiser, or hot soapy water).
* All staff to ensure resources/boxes are clearly labelled stating when they were last used.
* Playdough and other malleable and will be remade daily.
 | All staffMT to monitor |  |
|  | Visitors to the setting | ChildrenStaffParentsVisitors  | * Settling sessions
* Visitors E.g., speech and language, health visitors or course tutors.
 | * As a rule, no visitors will be allowed within the setting unless necessary. E.g., New families/settling sessions, essential support for child’s health and well-being.
* Deliveries will be left in the entrance.
* Information posters are displayed.
* Only necessary maintenance will be carried out by external contactors.
* All events cancelled until further notice.
* All visitors will be advised to wear a face covering and sanitise their hands.
* Where a visit is permitted due to essential/emergency reasons they will be required to complete a questionnaire prior to entering the building.
 | MT |  |
| Response to suspected/confirmed case of COVID-19 at SWNS | Child becomes ill at the Nursery Parent has symptoms of COVID-19 | ChildrenStaffParents | * Settings should ensure they are prepared to respond in line with the [guidance on protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) and [guidance on using PPE in education, childcare and children’s social care settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care).
* Ensure that all parents are aware that anyone who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 10 days, should not attend Nursery unless they have tested negative for coronavirus. They and their household members should follow the [advice for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).
 | * Updated “managing children who are sick or infectious” policy.
* Ensure contact details are up to date for all children prior to re-entry. These may have changed especially due to some being in the shielded group.
* Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government guidelines on [what to do if you or someone in your household develops symptoms](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).
* If a child is waiting to be collected, they should be separated from their group and isolated with one member of staff if this is possible in a well-ventilated area.
* A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn.
* If parent/child have had symptoms of coronavirus (COVID-19), then they may end their self-isolation after 10 days and return to their normal routine if they do not have symptoms other than cough or loss of sense of smell/taste. If they still have a high temperature (over 37.8), keep self-isolating until their temperature returns to normal.
* After 10 days, if they just have a cough or anosmia, they do not need to continue too self-isolate. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill.
* Families will be encouraged to get their child tested to ensure the safety of the rest of the children in their group.
* If a negative result is given the child may return to the setting. Proof must be shown to the Nursery Manager before the child will be readmitted.
* If a positive result is given all children and staff within that group will need to self-isolate for 10 days
* DFE/PHE helpline will be contacted.
* . Ofsted and ECC to be informed.
* Complete COVID-19 Record sheet
 | All staffMT |  |
| Member of staff Visitor/becomes ill at the Nursery  | ChildrenStaffParents | Anyone who displays symptoms of Covid – 19 will be advised to get a PCR test. They can return to work or come to nursery if the test is negative. Results should be emailed to nursery or proof shown to management before entering the setting.They and their household members should follow the [advice for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). | * Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government guidelines on [what to do if you or someone in your household develops symptoms](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).
* All staff to be made aware of arrangements for accessing testing.
* On result of negative test, team member can return to work if well enough to do so.
* If a positive result is given the person who has tested positive will need to Isolate for 10 days. Due to new Government guidance anyone within the same household can go to work or school as normal. We advise ALL STAFF to test themselves daily, using the lateral flow tests. This is to be done in the morning before coming to work. Please email results or show proof to management before work starts.
* DFE will be consulted if a positive case occurs. Ofsted and ECC to be informed.
* Staff are clear on return-to-work guidance.

Management team to conduct back to work interviews with staff returning from sick leave.* Complete COVID-19 Record sheet
 | All staffMT |  |
| Contaminated Workplace | ChildrenStaffParents | * If a suspected case of COVID-19 occurs – the area will be cleared of children and staff and be decontaminated. Staff **must** wear PPE
 | * Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
* wear disposable gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
* using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and door handles.
* if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth, and nose, as well as wearing gloves and an apron.
* wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
 | MTAll staff |  |
| Staffing  | Staffing Levels and Social Distancing | ChildrenStaffParents | * Whilst we accept young children cannot socially distance, we know that this is important for the adults within our setting
 | * Staffing levels determined according to level of need.
* Staff should socially distance from each other where possible following latest government guidelines.
 | MT |  |
| Lateral Flow Testing  | Staff | * Regular testing can help reduce the number of asymptomatic cases in the community.
 | * Lateral flow testing available. Staff will have the option to access these tests twice a week
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| Vulnerable Employees | Staff | * People who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised to rigorously follow shielding measures to keep themselves safe.
 | * If a member of staff is clinically extremely vulnerable, then they are advised to not attend the setting.
* If a member of staff is clinically vulnerable a risk assessment will be undertaken in line with current government guidelines and will be able to work from home if this is possible and if they choose to do so.
 | MT |  |
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| New starters |  | ChildrenStaffParents | * Settling sessions will continue.
* Parents will be able to continue to bring in their child/children into the nursery if there are settling difficulties.
 | * Settling sessions to be carried out outside although if weather is bad then these sessions can be carried out inside the classroom.
* Face masks for inside will be advised.
 | MTAll staff |  |