

Coronavirus (COVID-19) Risk assessment		
Establishment: Thanet Early Years Project Hand in Hand Nursery	Assessment by: Kim Hammond, Project Manager	Date: May 2020
Review Date: Daily Review	Red – high risk Yellow – medium risk Green- little or no risk	Draft 20/5/2020



Focus	Area of consideration	Recommendation	Risks and level of risks
Children	ARRIVAL AND DEPARTURE TRAVEL	<ul style="list-style-type: none"> ➤ All parent/carers bringing children into the nursery and collecting children from the nursery should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. ➤ Only ONE parent/carer who are symptom free and or have completed the required isolation periods are able to drop off or collect their child. ➤ Families to be issued with staggered times to arrive and collect. Social distancing must be adhered to at all times. ➤ Parent/carers to drop and pick up the children at designated gates ➤ Two families at any one time may arrive at the two separate gates. ➤ Families must arrive 5 minutes apart. ➤ Parent/carers must hand over child at the gate and to a recognised member of staff. ➤ A member of staff must be present on each gate to welcome children or to hand children over to parent/carer. ➤ Staff managing drop off and collection must complete the nursery register. ➤ Any child, not on the register on that day and time slot will not be allowed entrance. ➤ Lunch boxes to be placed onto lunchbox trolley/tray and then cleaned by the Cleaner. ➤ On arrival, staff on the door must remind parent/carers if their child or any member of the household have any of the 	<ul style="list-style-type: none"> ➤ Families who do not stick to staggered times or use good time management ➤ Families who do not stick to social distancing ➤ Families who are dishonest about household health ➤ Children who rely on toys/teddies/blankets from home, raising risk of contamination ➤ Staff will not challenge families about health ➤ Hands are not washed thoroughly ➤ Children who touch face, hands, mouth ➤ Non-essential travel and social interaction guidelines not followed by staff and families ➤ Families not informing staff their child has had medication, e.g. Calpol ➤ There are enough staff to ensure children can adapt easier to routine changes ➤ Parent/carers who do not following social distancing guidelines must leave immediately and asked to take their child home. Managers will issue current guidelines, policy and social distancing measures to them again and ask they adhere to them. Further breaches may result in the child's place being suspended.

		<p>symptoms of COVID-19 (high temperature or a persistent cough), they will not be allowed to leave their child at the setting.</p> <ul style="list-style-type: none"> ➤ Only children who are symptom free or have completed the required isolation period can attend the setting. ➤ Any child who displays signs of a cold will not be allowed in nursery until 48 hours after symptoms have ended and a negative test result was achieved. <ul style="list-style-type: none"> ➤ Any child who has taken any form of paracetamol or ibuprofen will not be allowed into nursery for 48 hours after symptoms have ended. ➤ A child who is showing symptoms must not return to nursery until a negative test result has been confirmed and agreed by the manager that the child may return to nursery and/or confirm current isolation guidelines were followed. <ul style="list-style-type: none"> ➤ Any child who has been told to shield or who is clinically vulnerable or lives in a household with someone who has been advised to shield or who is clinically vulnerable cannot attend the setting. ➤ Should a child arrive unsettled, in order to minimise contact between the parent/carer and other children and staff members, the parent/carer and child must go into an area close to the door. ➤ No toys, teddys or blankets (or similar) to be brought in from home unless deemed essential. <ul style="list-style-type: none"> ➤ Children to be collected from their designated gate by a parent/carer at staggered collection times, 5 minutes apart. ➤ Parent/carers must wait outside the gate for a member of staff to take their child out to them. 	
	<p>SOCIAL DISTANCING IN GROUPS</p>	<ul style="list-style-type: none"> ➤ Children must use hand sanitiser before joining their group. ➤ Nursery sessions must be organised into small groups of 5 or less children and must remain with a designated key person. ➤ Wherever possible, these small groups should not mix during the week. ➤ Each group must play in a designated zone and each group must move around the setting, one at a time and visit each zone throughout the session. ➤ Each zone is cleaned by a 'Cleaner'. 	<ul style="list-style-type: none"> ➤ Parent/carers need for childcare, to be able to return to work, will need to be juggled against ratios and groups. ➤ Staff mixing with different groups and cross contamination. ➤ Child not remaining in their designated zone/group and/or children who do not want to comply with social distancing rules and increase the risk of cross contamination.

		<ul style="list-style-type: none"> ➤ Groups MUST not enter a zone unless that zone has been cleaned by the 'Cleaner'. ➤ Each group must clean their hands with a hand sanitiser before they enter a new zone. ➤ Care routines must take place within the group, such as snack and lunch. ➤ The use of communal internal spaces must be restricted as much as possible. ➤ Outdoor spaces are one of the designated zones and must be used by the different groups at different times of the day as per the indoor spaces. ➤ Return must be gradual with priority given to children of critical workers, vulnerable children (of any age) and children who are leaving to go to school. ➤ The return of the youngest children will be reviewed on a weekly basis and according to staff availability. ➤ Consider allowing parent/carers to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. All measures must be taken to minimise contact between the parent/carer and other children and staff members. 	<ul style="list-style-type: none"> ➤ Social distancing is difficult with early years children. Children coughing and sneezing during snack and lunchtime. ➤ Children unable to settle and feeling distressed.
	PLAY AND LEARNING	<ul style="list-style-type: none"> ➤ Implement social distancing where possible: <ol style="list-style-type: none"> 1. Small groups 2. Parent/carers to leave the site promptly after arrivals and departures. ➤ Minimise the resources only to those resources that can be cleaned effectively and quickly between zones. ➤ Rotate resources in each area as often as possible/daily. ➤ Ensure children wash hands regularly, throughout the day. ➤ Children and staff MUST wash hands before eating and after coughing or sneezing. ➤ Any tissues used MUST be placed in a bin. 	<ul style="list-style-type: none"> ➤ Children becoming bored with the same resources may get restless and leave zones/groups.
	WELLBEING AND EDUCATION	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Staff awareness of the individual needs of children in their care group. ➤ Staff awareness of children's need for more reassurance than usual.

		<ul style="list-style-type: none"> ➤ Children must be guided by the Golden Rules that are shared with the group when they enter a zone and leave a zone, to prepare them for the next zone. ➤ Children must 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. 	<ul style="list-style-type: none"> ➤ Follow current guidance on changes to EYFS and the Disapplications.
	<p>DISPLAYED SYMPTOMS OF COVID19 IN STAFF AND CHILDREN</p>	<ul style="list-style-type: none"> ➤ If a child is displaying a continuous cough or a high temperature, they must be sent home to isolate per the guidelines, immediately. ➤ A child awaiting collection must be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them, move the child to an area which is at least 2 metres away from other people. A window should be opened for ventilation. ➤ If a child needs to go to the bathroom while waiting to be collected, the bathroom must be cleaned and disinfected using cleaning products that tackle coronaviruses before being used by anyone else. ➤ If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves. They must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ➤ The zone or isolating area that the child with symptoms was present in must be thoroughly cleaned immediately if the zone cannot be left unvisited, and if the zone can be left unvisited then this must be cleaned within 72 hours ➤ The person responsible for cleaning the area must wear appropriate PPE ➤ Should a member of staff display suspected coronavirus symptoms whilst working at the nursery, they must return home immediately and isolate at home in line with the NHS guidance. ➤ If a child or member of staff becomes ill, they must be tested. They will only be allowed back to nursery after a negative test result or appropriate isolation has finished. ➤ It is suggested that all other staff and children that have been in contact with them must also get tested. 	<ul style="list-style-type: none"> ➤ Staff do not recognise Covid19 signs and symptoms in young children. ➤ Parent/carers must agree to prompt collection within the new contract, before child starts back at nursery. If a parent/carer cannot agree to prompt pick up then the child cannot return to nursery ➤ Parent/carers to confirm emergency contact details before child returns, to ensure we have correct telephone numbers. ➤ Staff and parents are not honest and do not get a test or are unable to access testing facilities. ➤

		<ul style="list-style-type: none"> ➤ If there is a positive test result, all other children and adults in that group must get tested and can only return after a negative result. There is no need to test members of their household unless they have a positive result. <p>If clinical advice is needed, the setting staff, parent/carer or guardian should go online to NHS 111 (or call 111 if they do not have internet access)</p>	
Workforce	ATTENDANCE	<ul style="list-style-type: none"> ➤ Staff must only attend work if they are symptom free, have completed the required isolation period or achieved a negative test result. ➤ Risk assessing with regular health questionnaires for returning staff. ➤ Consideration must 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 must avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines. 	<ul style="list-style-type: none"> ➤ Staff to be vigilant on health and stay away from work if unwell. ➤ Testing is available to all key workers and their households. ➤ Current government guidance to be followed. ➤ Too many sick staff could create staffing issues.
Workforce and Parent/carers	STAFF SOCIAL DISTANCING	<ul style="list-style-type: none"> ➤ Wherever possible, staff must remain with their designated group of children and not meet with other groups. ➤ Social distancing must be maintained during breaks. ➤ Staff members must avoid physical contact with each other including handshakes, hugs etc. ➤ Where possible, meetings and training sessions must be conducted through virtual conferencing or online training. 	<ul style="list-style-type: none"> ➤ Physical distancing is impossible in early years, even though staff can be vigilant and minimise it. ➤ Staff to engage with virtual conferencing via zoom. This can be done via app on phone/tablet or laptop.
	STAFF TRAINING	<ul style="list-style-type: none"> ➤ 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 operating within. ➤ Staff to complete all online training relating to COVID19 that was issued to them before arriving at work on 1st June 2020. 	<ul style="list-style-type: none"> ➤ Training available online for infection control and COVID19. Certificates to be presented/mailed before start date.
Parent/carers, contractors and Visitors	PARENT COMMUNICATION	<ul style="list-style-type: none"> ➤ Parent/carers must 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. 	<ul style="list-style-type: none"> ➤ A letter to parents regarding Return ➤ A letter with their arrival and collection times and entrance point ➤ A copy of TEYP Risk Assessment

	VISITS	<ul style="list-style-type: none"> ➤ Attendance to the nursery must be restricted to children and staff as far as practically possible and visitors must not be permitted into the nursery unless essential (e.g. essential building maintenance). ➤ Where essential visits are required these must be made outside of the usual nursery hours where possible. ➤ New family show rounds will be arranged privately between nursery manager and family. 	<ul style="list-style-type: none"> ➤ Produce virtual tour to go onto website. ➤ Unannounced visitors not to be admitted ➤ Visitors by appointment only ➤ Committee and staff to engage with virtual conferencing.
Travel	STAFF AND PARENTS	<ul style="list-style-type: none"> ➤ Wherever possible staff and parent/carers must travel to the nursery using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed. 	<ul style="list-style-type: none"> ➤ Guidance not followed
PPE	STAFF AND CHILDREN	<ul style="list-style-type: none"> ➤ Staff and children are not encouraged to wear a face covering or face mask in nursery. This is not recommended. ➤ <i>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.</i> ➤ A mask may be worn by the member of staff who is supervising and caring for a sick child, if staff and child are unable to keep 2m apart. ➤ If an unwell child, with symptoms of coronavirus, needs direct personal care, a fluid-resistant surgical face mask must be worn by the supervising adult if a distance of 2 metres cannot be maintained. ➤ If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn ➤ TEYP staff will not require PPE beyond what they would normally need to carry out their job role. 	<ul style="list-style-type: none"> ➤ Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. ➤ Disposable gloves, apron and fluid resistant mask as well as eye protection must 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. Facemasks and eye shields only when a child becomes unwell. ➤ PPE may not be available to purchase

		<ul style="list-style-type: none"> ➤ Staff must wear their normal aprons for nappy changing. ➤ The 'Cleaner' cleaning play zones must wear disposable apron and gloves that must be disposed of in the YELLOW bins provided. ➤ A stronger antibacterial detergent that kills coronaviruses must be used by the nursery cleaners at the end of the day and this will replace our usual standard antibacterial spray. ➤ Milton will continue to be used by the 'Cleaner' to clean play zones and other areas of the nursery. ➤ Care routines for children, which already involves the use of PPE due to their intimate care needs, should continue in the same way. ➤ Each setting has an isolation bag which contains a disposable apron and gloves, a fluid-resistant surgical face mask, tissues, hand sanitiser and eye shield. 	
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> ➤ Clean AND disinfect frequently touched surfaces throughout the day. ➤ Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning into the YELLOW bin. ➤ This includes tables, chairs, resources, equipment, door handles, light switches, hard surfaces, toilets, taps, and sinks. ➤ Clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day ➤ Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. ➤ Rugs to be removed from the areas. 	<ul style="list-style-type: none"> ➤ 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. ➤ Thorough clean at the end of every day. ➤ If there is a positive test result, then current guidance must be followed for cleaning of the setting
Cleaning COVID19		<ul style="list-style-type: none"> ➤ If there is a COVID19 case, the 'Cleaner' must use a disposable cloth to first clean hard surfaces with warm soapy water, then disinfect these surfaces with a stronger antibacterial detergent that kills coronaviruses. 	<ul style="list-style-type: none"> ➤ Cleaning not completed thoroughly ➤ Cleaning supplies not available
Toys and equipment		<ul style="list-style-type: none"> ➤ No soft furnishings or toys. ➤ No playdough, rice or pasta. ➤ No sand or water play. ➤ Messy play must be limited to small groups with each child having their own individual container which is washed and refreshed between children. 	<ul style="list-style-type: none"> ➤

		<ul style="list-style-type: none"> ➤ Scissors, pens and pencils, paint brushes – very limited items available, must be wiped down between use. 	
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> ➤ Waste from possible COVID19 cases and cleaning of areas where possible COVID19 cases have taken place, should be double bagged and put in a suitable and secure place, marked for storage until: <ol style="list-style-type: none"> 1) the individual tests negative; waste can then be put in with the normal waste 2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste 	<ul style="list-style-type: none"> ➤ storage issues with this – speak with Children Centre ➤ Low risk due to double bagged, binned and placed in a locked outdoor shed for 72 hours.
REVIEWED BY:		COMMENTS:	