

COVID-19 RISK ASSESSMENT

Sevenoaks Day Nursery is a children's nursery that employs seventeen staff and would normally accommodate up to 40 children daily. The Nursery has been open since 23rd March for keyworker children, but the risks will be greater from 1st June as more children attend the setting and more staff are required to care for them. As a result, this assessment has been prepared in order to help minimize the risks of catching and/or transmitting Covid-19 among staff, children, parents and visitors to the Nursery.

The overarching principal for employers is that staff should remain at home wherever possible. Only one member of staff, the Finance & HR Manager, is able to undertake the majority of his work from home. Work for all other staff centres around physical childcare. Most of our staff have been on furlough since 1st April and it is our intention that staff should remain furloughed until children's attendance and EYFS staff ratios demand their return to work. We expect demand to start low from 1st June and build over the subsequent three or four months.

How was the risk assessment done?

The Acting Nursery Manager and Finance Manager completed the assessment on 29th May, 2020, following HSE, DoE, PHE and NHS guidance.

To identify the hazards, they:

- walked around the Nursery, noting things that might pose a risk;
- talked to staff to learn from their experience and listen to their concerns;
- reviewed operational practices and staff particulars

They noted what was already being done to control the risks and recorded any further actions required. They pinned a copy of the findings on a noticeboard in the Staffroom to encourage staff to help put the actions into practice. It was also published on the Nursery's website. The Acting Nursery Manager or Nursery Manager will keep this risk assessment under continuous review.

Work activity or situation that might cause transmission	Who might be at risk	Relative Risk (1 very low – 5 very high)*	What are we already doing to control the risk?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Staff being asked to attend Nursery	Those over 70	4	On furlough and will be called back last	None			
	Those with health conditions	3	On furlough and will be called back later	None			
	Those whose children may have health conditions	2	On furlough and will be called back later	None			
	Staff outside of the categories above	1	On furlough. Will be called back when needed.	None			
Staff arrival	Staff	2	<ul style="list-style-type: none"> • Should not attend if ill or experiencing symptoms of Covid-19. • Maintain 2 metre distance. • Regularly disinfect gate entry button, door entry code and main door handle. • Wash hands. • Will be sent home if displaying symptoms. 	Stagger arrivals if necessary			
Children's arrival	Children, parents, staff	4	<ul style="list-style-type: none"> • Child should be kept at home if temperature higher than 38 or displaying any symptoms. • No toys from home will be admitted (if a child needs a comforter, then please provide a duplicate to be left at the Nursery). • Only one parent should accompany child to Nursery. • Entrance via double gates to garden. • Wait at double gates – social distancing with 2 metre markings. • Enter garden when asked. • Child's temperature will be taken – if higher than 38, will not be admitted. 	None			

			<ul style="list-style-type: none"> • If admitted, handed to room leader. • Parent to leave promptly, maintaining 2 metre distance from others. • Child to wash hands before anything else. 				
Deliveries	Delivery drivers, staff, children	3	<ul style="list-style-type: none"> • Deliveries to main entrance. • Delivered to porch outside main door. • Collected from there by staff. • Disinfected where appropriate. • Staff to wash hands after storing the delivery. 	None			
Visitors	Visitors, staff, children	3	<ul style="list-style-type: none"> • Visits will be kept to a minimum and by appointment only. • Visitors will arrive via the main entrance and not venture further than the office or lobby. • Visitors will be accompanied by a member of staff and advised of our social distancing measures. • Visitors will be asked to wash their hands in the Visitors' bathroom on arrival and departure. 	Add 'Visitors Only' sign to bathroom door	RW	01/06/20	
Settling in	Parents, staff, children	3	<ul style="list-style-type: none"> • Parent (of mostly babies) to arrange dates and times beforehand. • Dates and times will be arranged for quietest periods within the room. • Parent to wash hands on arrival (and departure) in the Visitors' bathroom. • Parent will keep 2 metre distance from staff and children as they visit the room. 	None			
Internal children's activities	Children, Staff	2	<ul style="list-style-type: none"> • Children will be grouped, where possible, using EYFS ratios ie 3 babies, 5 toddlers and 8 3-4 year olds. • Groups will be kept separate as much as possible during the day. • Soft toys and furnishings (rugs etc) have been removed. 	None			

			<ul style="list-style-type: none"> • Toys and tables used will be disinfected after each session. 				
External children's activities	Children, staff	2	<ul style="list-style-type: none"> • As for internal activities. • Play sand has been removed. • Wash hands when re-entering Nursery. 	None			
Mealtimes	Children, staff	3	<ul style="list-style-type: none"> • Meals will be prepared by one member of staff, maintaining highest standards of hygiene (most staff are qualified L2 Food Safety & Hygiene). • Meals will be eaten in rooms. • Meals will be served by cook to each room. • Children's chairs will be spaced out as far as possible. • All parts of the meal will be served in individual portions (there will be no communal dishes). • Tables will be disinfected before and after meals. • Crockery & cutlery will be washed (dishwasher) immediately after meals. • Children and staff will wash hands before and after meals. 	None			
Using the toilet	Children	2	<ul style="list-style-type: none"> • The children's toilet block will be partitioned. • Classroom children will use the two closest cubicles. • Toddlers will use the closest cubicle. • Wash hands after. • Toilets to be cleaned at least twice daily 	None			
	Staff	1	<ul style="list-style-type: none"> • Staff toilet to be used exclusively for staff. • Wash hands after. • Toilets to be cleaned at least twice daily 	Add 'Staff Only' sign to bathroom door	RW	01/06/20	
	Visitors	3	<ul style="list-style-type: none"> • Visitors' toilet to be used exclusively for visitors. 	None			

			<ul style="list-style-type: none"> • Wash hands after. • Toilets to be cleaned at least three times a day. 				
Staff break	Staff	3	<ul style="list-style-type: none"> • Only one member of staff may be in the staff room at any one time. • Staff may leave the premises but must adhere to social distancing measures. • Staff must undertake procedures herein for leaving and return. 	None			
Fire drill	Children, staff	1	Existing arrangements should be OK.	Ensure social distancing is introduced to the plan.	RW	01/06/20	
Sleep time	Younger children	2	<ul style="list-style-type: none"> • Sleep mats will be spaced out. • Children will use their own designated sleeping bag. • Sleep mats will be disinfected after each use. • Sleeping bags will be washed weekly. 	None			
	Babies	2	<ul style="list-style-type: none"> • Babies will use their own designated (labelled) blanket. • Blankets will be washed weekly. • Sheets will be washed after every use. 	None			
Going home	Children, parents, staff	4	<ul style="list-style-type: none"> • Only one parent should collect their child. • Parent to wait by garden gates until called forward. • Parents will maintain 2 metre distancing (indicated by markers) while waiting. • Parent will collect child and leave promptly to avoid congestion • Parents wishing to discuss child's day or any other child-related matter should telephone or email. 	None			

			<ul style="list-style-type: none"> • Where this is not appropriate, and if staff numbers allow, an impromptu meeting may be held in the office – see 'Visitors' above. 				
Child becomes symptomatic	Cohort Staff member	5	<ul style="list-style-type: none"> • Child will be isolated in the office and collected by parent. • Special procedure will be followed – see appendix. 	None			
Staff becomes symptomatic	Cohort	5	Member of staff will be sent home and advised to follow the latest advice in 'COVID-19: guidance for households with possible coronavirus infection'.	None			
Using the kitchens	Staff	2	<ul style="list-style-type: none"> • Only one member of staff to be in the kitchens at any one time. • Normal standards of hygiene are designed to prevent infection. 	None			
Shopping	Staff	2	<ul style="list-style-type: none"> • Food shopping is ordered online (Tesco) • Milk is ordered online (Milk & More) • All other shopping is done online (KCS, Amazon etc) 	None			
Handling oft used objects	Staff, children	3	Door handles and hard surfaces to be disinfected every 2 hours.	None			
Water bottles	Children	4	To ensure children use their own water bottles, each bottle will have the owner's photograph adhered to it.	None			
Sneezing & coughing	Children, staff	4	<ul style="list-style-type: none"> • Staff will vigorously apply "Catch it, bin it, kill it!" guidance. • Bins will be emptied at least three times a day. 	None			
Child attends another setting as well	Children, staff	3	We ask that children attend only one setting at this time.	None			

* We cannot determine the absolute level of risk associated with activities or situations, so we have attributed a level or risk relative to other activities/situations.

APPENDIX

These procedures follow guidance published in 'Planning guide for early years and childcare settings' on 24th May, since updated to include the new 'track & trace' regime.

What happens if someone becomes unwell at Nursery?

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the 'COVID-19: guidance for households with possible coronavirus infection'.

If a child is awaiting collection, they will be moved to the office where they can be isolated behind a closed door and with appropriate adult supervision. A window will be opened for ventilation.

If they need to go to the toilet while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected before being used by anyone else.

PPE (gown, gloves, mask and eye protector) will be worn by staff caring for the child while they await collection.

In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in the Nursery?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus at the Nursery?

When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class or Nursery. Where nurseries are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.