

Activity assessed: Covid-19
 Name of assessor: Carolyn Eyre / Paula Wilson
 RA Completed: 03/06/2020

Nursery Risk Assessment (Sunflower and Bluebell rooms)
 Risk Assessment is in line with Early Years and OOSC guidance

Assessment date: 29/05/2020
 Review date: As required in line with new guidance or information from HM Gov, DFE or LCC
 To be reinstated if an increase in cases or return to lock down measures

Updated 01/03/2022

Hazard	Persons at Risk and How They Might be Harmed	Risk rating	Controls Currently in Place	Current Risk Level						Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				5	4	3	2	1	Residual risk rating				
Drop off / Pick up Bluebell and Sunflower nursery rooms, BC and OOSC sessions	Children, parents, staff - contact with a person with Covid-19 - varies from mild symptoms to death		Bluebell Nursery -Parents enter via the KS1 playground gate.								Staff / parents	02/09/2020	
			Sunflower Nursery - Parents will enter via the parents pedestrian school gate near the staff car park								Staff / parents	02/09/2020	
			No parents / carers enter the building unless there is good reason (a visit, meeting etc)							Markers to show 2m waiting spaces	Staff / parents	08/06/2020	Mar-22
			Parents hand care of child to staff at gate / door (both rooms)							Only one member of staff at gate / door at any one time - maintain distance where practicable. Staff who may be more vulnerable will not greet parents and children at the gate	Staff / parents	Ongoing	Mar-22
		H	Child to enter nursery - staff member will accompany them							L	Staff / parents	Ongoing	
			Children to wash their hands upon arrival with assistance of parents (20 seconds, anti bac soap) Nursery children will wash hands at washing stations in the play area upon arrival before entering the building							Staff member and child wash hands in accessible bathroom upon child arriving and before entering the nursery setting.	Staff / parents	Ongoing	
		Breakfast drop offs and OOSC pick ups are via KS1 door. Hands to be washed in accessible bathroom.							Hands are washed before entering the room in BC and upon leaving using accessible bathroom	Staff / parents	Ongoing		
	End of session		Nursery: Hands will be washed prior to leaving nursery. Staff member brings child to door - parent waits outside in the nursery play area. They should follow the nursery building around to exit via KS1 playground gate							Only one member of staff at gate at any one time / staggered collection times / markers to show 2m spaces. Staff who may be more vulnerable will not greet parents and children at the gate	Staff / parents	Ongoing	Mar-22
Social distancing	Children, parents, staff - contact with a person with Covid-19 - varies from mild symptoms to death		Guidance states that best endeavours to socially distance but this is unlikely in early years and 'children in the early years cannot be expected to remain apart from each other or staff' (DFE planning guidance)							Staff to minimise close contact between the two rooms where possible and implement social hygiene measures - immediate disposal of tissues, cough / sneeze into elbow rather than hand, wash hands immediately with soap for at least 20secs, etc	Staff	Not required unless increase in cases	Mar-22
			Numbers are 32 in Bluebell room and upto 22 in Sunflower.								Manager / room leaders	Ongoing	20/07/2020
			Children will be allocated more than the proposed space within the guidance of 2.3m squared per 3-5 year old child								Manager / room leaders	Ongoing	20/07/2020
			Ages are 2-3 in Sunflower room and 3-4 years (pre-school) in Bluebell room with additional 5-11 years in BC and OOSC							Children have allocated days and session booked in advance		Ongoing	20/07/2020
			Hours offered will be 7.30 - 6:00 and 9:00 -3:30									Ongoing	20/07/2020
	Staff members will be on set days each week over except Friday OOSC on rolling rota							Staff have been allocated set days and hours although the children attending may vary due to the flexible nature of the sessions	Manager	Ongoing	20/07/2020		
			Suspected cases should follow recommended isolation period https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance							Risk level 4 applies if a parent / staff member ignores stay-at-home advice - would otherwise be level 2	Staff / parents	Not required unless increase in cases	Mar-22

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Isolation periods	Wider public	H	Confirmed cases should follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance							M	Risk level 4 applies if a parent / staff member ignores stay-at-home advice - would otherwise be level 2	Staff / parents	Not required unless increase in cases	Mar-22	
			Staff who have symptoms should take LFT and follow PHE guidance									Children under the age of 5 who are close contacts of a positive case do not need to self-isolate and should not be tested daily. Supplies of LFTs currently still available from nursery - will review if Government decide to charge	Staff / parents	Not required unless increase in cases	Mar-22
			The main symptoms can be found on https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/										Display symptoms poster at both gates and on SCC website (risk level 1 relates to info on symptoms - not risk of COVID)	Staff / parents	Not required unless increase in cases
Sickness/illness (staff & children)	Children, staff, contract cleaner - contact with a person who may have Covid-19 - varies from mild symptoms to death		If a child becomes unwell at home with symptoms linked to Covid-19, isolation processes will be followed as per the guidance - parent to notify SCC manager without delay								Parent to arrange PCR test. If required by Govt guidance and notify manager of any positive result. Deep clean undertaken where required	Parents	Ongoing		
			If a child becomes unwell at home with other symptoms (not related to Covid) parents should follow the sickness policy (available on the website) Please call the manager before bringing a child to the setting								Sickness logged to monitor number of cases. Deep clean undertaken where required	Parents / manager	Ongoing		
		H	If a child becomes unwell at SCC with symptoms linked to Covid-19 the child will be removed to a safe space with closed door / away from other children & staff without delay. Room leader / colleague to call parent / carer.								M	A register will be kept of all staff and children in each group. Staff member does not need to go home unless they later develop symptoms. Staff who may be more vulnerable will not be asked to care for the child with symptoms	Room leaders	Ongoing	
			Staff member to wear PPE (including face mask if there is risk of droplets e.g. if child is coughing, vomiting), take child's temperature (if fever is suspected) & record this with time taken, and any other significant information, maintaining distance as much as possible.									Safe area: Bluebell - office Safe area: Sunflower kitchen Window to be opened	Staff / manager	Ongoing	Mar-22
			Any tissues, wipes, paper towels to be double bagged with tied top and disposed of safely. Parent to arrange PCR test in line with PHE guidelines - parent to notify manager of result as soon as available									Display notice on door of safe room deep clean to be undertaken	Manager / staff	8-15/6/20	
			If a staff member becomes unwell with symptoms linked to Covid-19, they will alert the manager and / room leader and go home at once to undertake an LFT. If positive, staff member inform manager of result as soon as known and if required by guidance.									Staff member to remain off work for at least 5 days if positive test.		Ongoing	
			If a staff member becomes unwell (definitely not COVID related) they will follow the employee sickness policy; they will not attend the setting without speaking to the manager first.									Staff who may be more vulnerable will be informed so that they can take advice from their GP or specialist	Staff	Ongoing	
Emergency contact details/procedures	Children & staff - varies from distress / anxiety of child to unnecessary or extended exposure of staff to Covid-19		All emergency contracts are on the SCC system. Parents will be asked to check and confirm on first drop off								Check emergency contact details before first drop off to minimise risk of long queues	Staff / parents	08/06/2020		
			Staff will following PHE guidance if a child becomes unwell & contact parent / carer immediately								Level 2 due the risk of not being able to contact a parent	Staff	Ongoing		
		M	Parents MUST remain available to collect immediately if required							L	If a child is seriously ill, staff will call 999 regardless of whether the parent is able to come immediately	Parents	Ongoing		
			If a child does not attend when expected, parent to contact SCC by 9.30am to confirm reason (i.e. not COVID related)									If a child does not attend when expected & there is no communication from parent, staff will contact parent to confirm child is safe & well	Parents	Ongoing	
			A register of all children attending each different session, day and each week will be maintained to allow for follow up										Manager	Ongoing	
			Ensure SCC holds most up to date emergency contact details for all staff									Ask staff to confirm or update their emergency contact details (e.g. if their next of kin is currently working from home, etc)	Manager		08/06/2020
		Antibac soap is available around the setting including upon arrival / departure in the accessible bathroom, in 2 sinks in BB, one sink in SF and both staff rooms / kitchens									Staff who may be more vulnerable are advised to be particularly rigorous with their handwashing	Staff	Ongoing		

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Handwashing Provision	Children & staff - exposure to potential Covid-19 on surfaces / objects	M	Paper towels are available for drying and should be carefully disposed of in the bins provided							Purchase lidded bins to reduce risk level to 1	Staff / manager		02/09/2020
			Children also have access to 3 sinks with anti back soap in their bathrooms as well as access to the provision sinks						L		Staff	Ongoing	
			Handwashing will take place each hour (around a schedule for arrival, breaks, lunch, pick up) and when using the bathroom								Staff	Ongoing	
			Anti bac gel is available if required								Staff / manager	Ongoing	
Cleaning of equipment	Children & staff - exposure to potential Covid-19 on surfaces / objects	H	LCC to clean each room thoroughly each evening using antibacterial products, including tables, chairs, handles, floors, bathrooms							See LCC (contractor) RA for further details	LCC	Ongoing	
			Staff will disinfect wipe the accessible bathroom upon arrival and after use. LCC will deep clean each evening							See LCC (contractor) RA for further details	Staff / LCC	Ongoing	
			Handles, tables, chairs, all surfaces, doors to be cleaned upon arrival using antibac								Staff	Ongoing	
			Toys and resources to be chosen for the day from the sterilised items. Where possible to be rewiped							From 01/03/22, play-doh, sand, etc to be re-introduced to both rooms	Staff	Ongoing	
			All bedding used or flannels etc to be cleaned on a hot wash								Staff	Ongoing	
			All cups, plates to be placed in milton after use at snack time if increased illness in the setting								Staff / parents	Ongoing	
			Windows to remain open as much as possible							Children to play outside if weather permits - bike handles, etc to be cleaned with antibac during change overs	Staff / room leaders	Ongoing	
			Wherever possible, use wipeable books							Full access to books to be re-introduced from 01/03/22	Staff	Ongoing	
Sharing of resources	Children & staff - exposure to potential Covid-19 on surfaces / objects	H	Where practical all soft furnishings / resources will be removed and all toys with intricate parts that are difficult to clean - only in increase in cases of illness as part of deep clean.							Items that can not be removed will be cleaned each evening with a hot wash or milton bowls	Manager / room leaders		Apr-20
			Carpets / rugs							Carpets will be hoovered each evening and sprayed with anti bac disinfectant. Rugs will be removed before 8/6/20. If a child with Covid-19 related symptoms has urinated, vomited, coughed on the carpet, area will be closed off for the rest of the session and cleaned with antibac	Manager / LCC	Ongoing. Rugs to be removed by 8/6/20	
			Toys and resources will be cleaned with Milton / antibac / wipes as appropriate throughout the day							Where possible - 01/03/22	Staff	Ongoing	
			Toys and resources will be cleaned at the end of the day and taken out of the room							As above	Staff	Ongoing	
			Bowls with milton will be in sinks and toys placed in for sterilising after use where practical							As part of daily and weekly clean and additional cleans if increase in illness	Staff	Ongoing	
			Contact with sun protection containers, etc							Wherever possible, parents will be asked to apply long lasting sun cream at or before drop off to reduce the need for staff and parents to handle containers			
			Children who place items in their mouth to be encouraged / reminded not to - staff to closely observe these children							Items that a child has placed in their mouth to be cleaned & placed in Milton immediately	Staff	Ongoing	

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		H	From 01/03/22, access to mud kitchen and sand tray is unrestricted, water tray can be used in line with standalone risk assessment						L	If there is a outbreak, mud kitchen and sand may be put out of use for 3 days. Water tray may be used with soapy water	Manager / staff	Ongoing		
			Bikes / trikes and outside vehicles will be wiped							Part of the daily / weekly clean	Staff	Ongoing		
			Resources and toys will be stored away after cleaning									Staff	Ongoing	
Supply of PPE	Staff - exposure to infection, bacteria including Covid-19 during intimate or personal care		Aprons and gloves are available to use for any intimate care or accidents							Staff to be briefed on correct use of gloves & face masks - online tutorial. Staff who may be more vulnerable will not be asked to undertake intimate care unless absolutely necessary - and will not be placed in a bubble together	Manager		In stock and available. Held on site	
		H	PPE is not advised in early years setting other than what is normally used as part of the standard daily routine						M/L	Face masks not be worn day to day but must be available for suspected cases while waiting for the child to be collected	Manager	Ongoing		
			Bags re available for all waste and other products to be safely contained and stored immediately outside in sealed bags								Purchase lidded bins	Manager / staff	02/09/2020	
			Staff should follow the intimate care policy and take all reasonable measures to ensure they do not come into contact with any bodily fluids								Staff to wear single use gloves & aprons while cleaning a child who has soiled or needs first aid (body fluids) and to then clean their own hands thoroughly before rejoining the room. Where a child has symptoms, staff who may be more vulnerable will not be asked to undertake intimate care or deal with body fluids unless absolutely necessary	Staff	Ongoing	
			Lateral flow testing (LFT) kits are currently available to all staff who wish to use them. Testing to be completed at home where symptomatic; results to be reported on NHS app. If LFT is positive, MoS informs manager (& arranges for PCR test if required) as per Govt guidance								If LFT is positive, member of staff must isolate until PCR test unless Gov guidance is that PCR is not necessary. If PCR is positive, staff member informs manager. If negative, member of staff may return to work.	Staff	Ongoing	
Food and Drinks	Lunches		Children will be provided snacks mid morning and mid afternoon. A lunch will be provided by school LCC							Meals and snacks will be displayed on a board / window for parents to see and lunches on the website or shared via First Steps	Staff	Ongoing		
	Snacks	M	Snacks will be provide by SCC - fruit, vegetables or breadsticks / crackers								Staff	Ongoing		
	Drinks		Water will be provided in sterilised cups throughout the day and at snack and meal times. Milk is also provided at snack								Parents / staff	Ongoing		
Transport	Children / parents - exposure to Covid-19 on public transport	L	Where possible parents are asked to walk to drop off / collect children. If not please park carefully around the nursery						L		Parents	Parents to be reminded by 8/6/20		
Chemicals e.g. disinfectant, bleach	All - COSHH	H	All items to be stored in the locked cleaning cupboard or in the kitchen cupboard with safety gate locked. Additional items to be stored in outside shed until needed						L	Ensure reliable supply / adequate stock levels	Staff / LCC	Ongoing		
Allocation of sessions	Admissions Policy		Sessions will be offered in line with SCC admission policies								SCC	02/09/2020		
Buildings	Fire		Fire alarm has been tested in line with policy							Risk assessment to be reviewed & discussed with staff - it may not be possible to keep the bubbles separate in a fire	Shadwell school / manager	Ongoing	Each term	
	Water	M	Water has been tested in line with policy including for legionnaires						L	All taps have been run regularly during partial closure; legionella testing has been completed - clear	Shadwell school / manager	Ongoing	Each term	

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Building Maintenance	Contractors		Contractors will be asked to attend when setting is closed wherever possible. If necessary to enter while nursery is open, contractor to provide written information regarding their risk assessment / Covid-19 arrangements								Shadwell school / manager	Ongoing		
	Building		Risk assessment check lists are to be completed upon opening, throughout the day and at closing in line with policy guidance								RAs have all been reviewed - all staff to be reminded of the importance of reading & providing feedback on any areas that are not clear or become unworkable	Manager / room leaders	TBC with Shadwell Primary School	
Staff qualifications	Ratios		. Where possible staff ratios will be in line with guidance 1:8 or 1:4								Staff will cover as required	Manager / trustees	Ongoing	
	First Aid	M	At least one Paediatric First Aid trained staff member will be available in each room each day - See HSE guidance							L	With the exception of new recruits, all SCC staff have PFA certificate - No high risk activities / trips to be undertaken	Manager / trustees	Ongoing	
	Qualifications		At least one level 3 qualified member of staff will be available in each room								Bank staff to be used if necessary to maintain L3 cover in each room.	Manager	Ongoing	
Supporting children not able to attend nursery	Learning		Learning will be in line with EYFS and development matters where possible as per current Covid-19/ Ofsted guidance								Planning and moderation will be planned for each room and shared with staff with regular progression checks	Manager / staff	Ongoing	
	Daily Communication		Staff will continue to communicate with parents via First Steps trackers, emails, newsletters and telephone. Activities will be shared via a butchers board each day. At pick up and drop off interaction should be limited where possible except for where necessary i.e accident forms									Staff	Ongoing	
	Staying in touch	H	Staff will share learning packs if a child is due to be away from nursery for a prolonged period									Staff	Ongoing	
	Support		Blogs will be shared with learning, support and ideas									Staff	Ongoing	
	Information		Information on the website is updated regularly									Manager	Ongoing	
	Well being		Well being and safeguarding information will be shared via email, blogs and on the website.									Manager	Ongoing	

In line with Government and Public Health England guidance