

COVID-19 RISK ASSESSMENT FOR		Date of assessment
NURSERY		July 2020
Leighton Academy		Review date
		September 2020
Name of Assessor (s)	M JENKINS	
Assessor Signature		

<p><u>RISK PRIORITY</u></p> <p>HIGH</p> <p>MED</p> <p>LOW</p>	<p>HIGH: Accident likely - with possibility of causing serious injury or loss</p> <p>MEDIUM: Possibility of accident - causing minor injury or loss</p> <p>LOW: Accident unlikely - with control measures in place</p>
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This risk assessment has been informed by the following documentation:

- *Leighton Academy: Reopening school to more pupils from June 2020*
- *DfE: Actions for education and childcare settings to prepare for wider opening from 1 June 2020*
- *DfE: Coronavirus: implementing protective measures in education and childcare settings*
- *DfE: Actions for early years and childcare providers during the coronavirus outbreak*
- *DfE: Opening schools for more children and young people: initial planning framework for schools in England*
- *DfE: Safe working in education, childcare and children's social care settings, including the use of personal, protective equipment*
- *DfE: Planning Guide for early years and childcare settings*
- *Cheshire East Council 'Together we can open an Early Years Setting During COVID-19: Guidance to support your strategic conversations'*

No.	Hazard/Issue Identified	People at Risk	Existing Control Measures in place	Risk Priority	Notes
1	Supporting Staff and Children's Emotional Wellbeing		<ul style="list-style-type: none"> • Use the information from LeightonAcademy.com Wellbeing Hub to support children's wellbeing. • Staff encouraged to discuss worries and concerns as soon as they arise. • Staff to be signposted to sources of appropriate support and training on mental health issues. These can be found on the Wellbeing Hub on our school website which has sources of support for staff and children. DfE are to send out additional information week beginning 7.6.20 to support staff's mental health and wellbeing. • Individual support for staff available through SAS. • Remind staff of the need to manage our own anxieties especially around children coughing and sneezing or approaching us so that we can gently steer the children towards the behavior we want rather than alarming them. • New arrangements and changes to key policies such as Safeguarding/Behaviour to be communicated to all staff. • Nursery Risk Assessment and Home Nursery Agreement to be shared with staff. • Cleaning Rota to be put in place to clearly allocate tasks. • Safeguarding Update to be provided on 7.6.20. • Training and support e.g. how to use PPE appropriately to be provided. • Clinically Vulnerable and Shielding staff to work from home. • Staff who are not on rota to work from home, carrying out Welfare Checks/online training or tasks allocated by Nursery Manager. 	MED	<p><i>Ensure staff have read new Safeguarding Addendum/Behaviour Policy, Nursery Risk Assessment and Home/Nursery Agreement.</i></p>

2	Cross-infection caused by parents and children mixing at pick up and drop off times.	Staff/Children	<ul style="list-style-type: none"> • New arrangements clearly communicated to parents and staff by email. • Marked queuing spaces 2m apart outside nursery. • Main Nursery Door to be used for drop offs for two year olds and 15 Hours children only. • Left Rear patio door to be used by 30 Hour children. • One Way System introduced and communicated to parents. • Only one parent to drop off and collect children. • Parents to be discouraged from gathering outside nursery. • Staggered opening times (8.45 – 9.15) and pick up times (2.45 – 3.15 pm) to minimize social contact. • Staff to receive children at the door so parents do not come into nursery. • Queries or concerns from parents to be addressed via email or telephone call. • Staff to communicate with parents via email/telephone. • Staff and children to apply hand sanitizer from hand sanitizer station or hand spray before entering nursery. 	HIGH	<p><i>Letter emailed to parents wk beg 8/1/20. to advise of new arrangements.</i></p> <p><i>Site Manager to provide signage and directional arrows/ marked waiting spaces on nursery path.</i></p> <p><i>Site Manager to provide hand sanitizer dispenser by right hand patio door.</i></p>
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2	Cross-infection caused by children and staff mixing or coming into contact with those outside their nominated group.	Staff/children	<ul style="list-style-type: none"> • Attendance to be recorded on Arbor so we know exactly who has been in on particular days in the event of a child falling ill with Corona Virus. • Staff ratios for EYFS remain in place. • Groups to be kept separate as much as possible. • Adults to maintain 2 metres social distancing from each other. • No more than 2 staff to be in the kitchen area at any time. • Staff tea/lunch breaks to be staggered. • Small group activities to include a maximum of 13 children. Social distancing to be maintained using PE spots to separate children and maintain distancing in the Key Worker Rooms. • Outdoor playtimes to be staggered if there is more than one group. • Children and staff to wear clean clothes each day. 	HIGH	<p><i>Weekly register to be saved in Lockdown/June Folder on Staff Share.</i></p>
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3	Cross-contamination from sharing resources.	Staff/Children	<ul style="list-style-type: none"> • No toys to be brought to nursery from home. • Nursery environment to be re-organised to prevent children having free access to resources. This includes outdoor resources. • As much outdoor learning as possible to take place as the virus is spread less easily outdoors.. • Separate malleable materials such as play dough to be provided for the exclusive use of each group. • Tables to be spread out 2 metres so children are distanced as much as possible. • All resources to be cleaned with Milton. Use of resources to be recorded so we know which children have played with particular resources. • Ipads to be cleaned before and after use. • Resources which cannot be easily cleaned such as soft toys, cushions or toys with small parts have been cleaned and removed. • Resources which are vital to the curriculum such as books to be rotated on a daily basis and not re-used for a minimum of 5 days. • Outdoor sandpit not to be used. • Staff to undertake additional cleaning activities such as wiping high touch surfaces including tables, light switches, door handles and toilets regularly. See appendix A: Cleaning Schedule. • Cleaning cloths to be washed daily. • Clean cloths to be used each day and washed at the end of each day. 	HIGH	<p><i>Ensure each child has a resource pack prepared.</i></p> <p><i>Ensure sufficient supply of Milton fluid or tablets is available.</i></p> <p><i>Ensure sufficient supply of cleaning cloths and antibacterial wipes for toilet areas is available.</i></p>
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4	Cross-contamination caused by sharing food and drink.	Staff/Children	<ul style="list-style-type: none"> • Staff to wash their hands before preparing snack as usual. • Individual portions of snack to be served on separate plates. • Tables to be cleaned and sanitized before and after snack and mealtimes. • Plates to be washed in the dishwasher on a hot programme. • Children to drink only from named water bottles. Staff only to refill these as necessary. • Packed lunches from home must be in a disposable bag and any cutlery provided be disposable. • No school meals to be provided until October 2020. • Children to wash their hands for 20 seconds before and after lunch with adult supervision. • Lunches to be consumed in nursery rather than the school dining hall. • Children to be spaced out as much as possible whilst eating. • Staff to supervise children to ensure no food or drink is shared. 	HIGH	
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6	Cross-contamination caused by using toilets.	Staff/Children	<ul style="list-style-type: none"> • Staff to supervise children to ensure they wash their hands after using the toilet for at least 20 seconds. • Toilet windows to be left open to ensure good ventilation. • Toilet seats, flush, door handles and wash basins to be thoroughly cleaned at lunchtime with an appropriate bleach-based disinfectant and at the end of each day as a minimum. • Parents to supply spare clothes so children do not have to use nursery clothes at this time. 	HIGH	
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7	Transmission of virus through carrying out Intimate Care, First Aid or by having to come into close contact with a child e.g. if a child becomes unwell with Corona Virus symptoms.	Staff/Children	<ul style="list-style-type: none"> • Clear communication with parents so they are aware that we cannot maintain social distancing when changing children, administering First Aid or when close contact is essential to the wellbeing and safety of the child. • Changing mats to be cleaned/sanitized after use as usual. • Disposable gloves, aprons and masks to be worn for nappy changing, administering First Aid or whenever close contact with a sick child is essential. • Staff to be trained in safe removal and application of PPE masks and storage of masks when not in use. • Paediatric First Aider to be permanently available on site. • Nappies, tissues and first aid supplies to be double bagged and placed in a separate lidded bin. • Any used tissues, nappies or first aid supplies from anyone suspected of having Covid-19 to be double bagged and appropriately disposed of after 72 hours. • Vomit to be cleaned up immediately (wearing PPE). Affected child to await parent in Miss Pate's room. 	HIGH	<p><i>Anitbacterial wipes to be used to sanitise changing mats.</i></p> <p><i>Staff to watch video showing how to put on, take off and store PPE appropriately.</i></p> <p><i>Ensure sufficient supply of boxed tissues/first aid supplies.</i></p> <p><i>Ensure lidded pedal bins are provided.</i></p>
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8	Transmission of virus through poor respiratory hygiene and hand hygiene.	Staff/Children	<ul style="list-style-type: none"> • Windows to be opened where possible to ensure good ventilation at all times even on colder days. • Tissues to be readily available. • Children to be discouraged from putting objects in their mouths. • Children to be taught the importance of regular, thorough hand washing using posters, songs or Ebug materials. • Children to wash hands: <ol style="list-style-type: none"> 1. On arrival 2. On re-entering the building 3. When hands are visibly dirty 4. After using the toilet 5. After coughing or sneezing 6. Before eating 7. When going from 1 room to another. 8. After any physical contact • Children to be encouraged to use a tissue to catch sneezes or coughs or to cough or sneeze into their elbow. • Used tissues to be placed in a lidded pedal bin. • Bins to be emptied before they are full and once daily as a minimum. 	HIGH	<p><i>Make opening/closing windows part of opening up/ closing up routines.</i></p> <p><i>Display appropriate posters to support this.</i></p> <p><i>Ensure children wash hands/apply sanitizer as they enter the building on arrival and after outdoor play.</i></p> <p><i>Provide lidded pedal bins for tissue disposal and empty as needed but at least once a day.</i></p>
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9	Risk of cross-infection caused by a child or adult coming into nursery unwell or falling ill at nursery.	Staff/Children	<ul style="list-style-type: none"> • <i>Children and adults who are showing symptoms of Covid-19 such as a new continuous cough, high temperature or a loss of sense of smell should seek a test and stay at home and self-isolate for 7 days in accordance with Government Guidance.</i> • <i>Anyone in their household must self-isolate for 14 days.</i> • <i>If a child or adult tests positive for Covid-19, all the children and staff in their key group must be sent home to self-isolate for 14 days.</i> • <i>If the person showing symptoms tests negative, the rest of their household must still isolate for 14 days in case they develop Covid-19..</i> • <i>Setting to inform Public Health England/local Health Protection Team/Track and Trace and abide by any advice given.</i> • Clear communication to parents about the measures we are taking to prevent infection. • Parents to be reminded of the need to provide updated contact information in case they are needed to be contacted urgently. • Attendance to be recorded on Arbor. Parents to inform nursery by email/telephone if their child will not be attending and why. • Staff to be aware of symptoms of potential complications of Covid-19 such as a Kawasaki type disease – high, temperature, low blood pressure, a rash and breathing difficulties. • If a child develops potential symptoms of Covid-19 such as a new continuous cough, high temperature or loss of sense of smell or any of the above symptoms, their parents must be contacted immediately to take them home. • Whilst a child is waiting collection, they must be taken to Miss Pate's Room away from the other children and adults and supervised by an adult maintaining a 2 metre distance and wearing appropriate PPE. 	HIGH	<p><i>Ensure masks, aprons, visors and gloves are available in Miss Pate's room.</i></p> <p>Page 10</p>
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