

Squirrels Nursery and First Class Nursery - COVID-19 Risk Assessment

Updated 11/11/20

Version 4

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. To keep up to date with [HSE](#), [NHS](#) and [Government](#) advice to workplaces in this fast changing situation visit.

The Hierarchy of measures set out in the protective measures guidance is below which we will adhere to:

- ensure parents are advised to keep children with any symptoms at home
- ensure staff who are symptomatic do not attend work
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Children</p> <p>Contractors</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</p>	<p>Personal Hygiene Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>Hand washing posters displayed.</p> <p>Drying of hands with disposable paper towels.</p> <p>Gel sanitisers in any area where washing facilities not readily available, and placed around each setting.</p>	<p>Personal hygiene:</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>On arrival and departure to the setting all staff to use hand sanitiser before touching doors. This must be done prior to signing in or out.</p> <p>Once in the room bubble staff and children to wash their hands before doing anything else.</p> <p>When encouraging children to wash their hands use a song to ensure they wash them properly.</p> <p>Staff to wash hands before leaving the group room for lunch break and prior to returning to the room.</p> <p>Public information and hand washing signs displayed.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace. Once used they must be binned and hands washed. If unable to get to a sink use hand gel until you are able to wash your hands.</p>	All	Immediate	



		<p><u>Cleaning</u></p> <p>At least twice daily and more frequently where possible cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Milton to be used rather than COSHH Chemicals. Follow Milton instructions on how to mix it.</p> <p>Emptied and cleaned daily. Clean seat/flush after every use. Wear PPE.</p> <p>Staff to clean in their own bubbles.</p> <p>Where cleaners are used these follow cleaning guidance issued by YMCA Worcestershire.</p>	<p>Guidance:</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice HSE guidance</p> <p>Posters, leaflets and other materials are available for display. HSE Poster to display Latest YMCA Poster</p> <p>Cleaning:</p> <p>All resources to be cleaned after use with sterilising fluid, antibacterial spray or steam cleaner. This includes outside toys. Clean as you go, wipe down bikes/cars as children finish. For shared gardens: One member of staff to remain in the garden to clean toys used before returning to their group to ensure ready for next group to use.</p> <p>Goldshield protect cleaning solution to apply to all frequently touched surfaces once a week, add when this is applied to your daily cleaning checklists to monitor when it is applied. Surfaces should be cleaned first then the solution sprayed onto the surface or a cloth and wiped over and left to dry. Cleaning of all surfaces should continue as before with all frequently touched surfaces being cleaned at least 2 times a day. Once at the start of the day, once at the end and at least twice in between and additionally cleaned if sneezed or cough on.</p> <p>Mop heads to be washed in the washing machine daily, if floor is mopped after a symptomatic person has been in the room or if bodily fluids are mopped up the mop heads should be changed immediately after use. First Class: Steamer mop heads to be used in main rooms.</p> <p>If the cleaning is not completed for any reason</p>			
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			<p>reporting of this is vital either via email, telephone or message. At this point nursery staff must complete this cleaning.</p> <p>Staff to make up antibacterial disinfectant cleaning fluid for their own rooms as needed.</p> <p>Clean/antibac potty after each use. Empty small potty in to porta potty and clean after use.</p> <p>Rooms:</p> <p>Selected resources to be used and not shared between groups/bubbles. Messy Play including play dough to be minimised to single use. For sand play sand to be sprayed with sterilising fluid after use. Water play to be restricted, hands to be washed before and after use, water to be emptied and water tray and equipment cleaned.</p> <p>All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;</p> <ul style="list-style-type: none"> •Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. <p>The environments is organised to maintain space between activities</p> <ul style="list-style-type: none"> •Unnecessary items are removed from the setting where there is space to store it elsewhere •The COVID-19: cleaning of non-healthcare settings guidance is followed; •Surfaces that children and young people are touching, such as toys, books, tables, chairs, doors, sinks, toilets, light switches, are cleaned more regularly than normal; <p>Adults to keep at a 2 metre distance from each other.</p> <p>Soft furnishings, soft toys, dressing up clothes and any other resources not easily cleaned to be removed from use and stored in the basement until further notice. This includes rugs other than rugs that can be steamed daily and washed regularly.</p>			
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			<p>Books to be limited to 15 per bubble group.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Enhanced cleaning checklist implemented.</p> <p>Rotas' adjusted to ensure staff have time for cleaning at the end of each session. Cleaning to be done within the bubble.</p> <p>Chalk not to be used as not able to sterilise at the present time.</p> <p>Anything put in a child's mouth or dribbled on must be cleaned when the child has finished using it. Anything coughed or sneezed on must be immediately removed and cleaned before being used again.</p> <p>Electrical appliances, switches and sockets should have cleaning solution sprayed onto a cloth or blue towel then wiped over.</p> <p>Communal appliances eg, photocopier, laminator, computers, laptops, dishwasher, hot water urn to be cleaned before and after use.</p> <p>Parents asked to not bring in items form home unless essential eg. Comforter needed for sleep, which will be kept in the child's bag at all other times of the day.</p> <p>Staff:</p> <p>Temperatures must be taken on arrival to work and recorded on the register.</p> <p>Staff are provided with PPE to cover clothing as required (aprons, gloves, masks). For changing nappies, handling food and dealing with an unwell child. Staff must also wear masks when leaving their bubble rooms.</p>			
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		<p>Home items Only essential items from home should not be brought into the nursery by children or staff</p> <p>Uniform 3 sets of uniform provided by nursery Staff to wear clean uniform each day</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove</p>	<p>Staff will have the option to keep uniform/spare clothing at work to change on arrival/departure. Bag own clothes and keep separately from other staffs items.</p> <p>Malvern Staff can shower after their shifts using the available changing rooms if required.</p> <p>Those with long hair - Tie it up. Protection of staff is crucial take your RINGS, WATCHES, BRACELETS off. Remove false NAILS. Trim nails short. This will help keep infection at bay and mean you can wash your hands properly and regularly.</p> <p>We have Advised staff when returning home from a shift, as soon as you get in, to have a black bin liner or pillow case ready just inside front door or back door and ensure your washing machine door is open. People can help you get this ready but should stay away during procedure. Take off your clothes and place them all inside bin liner or pillow case. Take bin liner or pillow case straight to washing machine. Scrunch clothes into a ball. Do not touch ANY part of washing machine. Door should already be open. Carefully place clothes inside washing machine making sure you do not touch sides. Go straight to shower. Do not touch door handles and if you have to, ensure they are wiped down after. Wash your body and HAIR thoroughly with soap/shampoo/shower gel. Once cleaned you can go and shut washing machine and put it on.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>All group bubbles must still remain separate from one another at all times, this means that staff and children must stay in the designated bubbles throughout the day.</p> <p>If staff leave their bubble for any reason during the day they must wear a face mask/shield whilst in the building. The only exception is whilst eating or</p>			
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		<p>gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>PPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Coronavirus and your wellbeing Westfield Health Resource Centre</p>	<p>drinking during a break.</p> <p>Due to the need to keep bubbles separate, when staff within a bubble are on annual leave or off work for any other reason, staff will be required to cover this within their bubble where possible, this may include working different hours to normal.</p> <p>Make use of other areas of the building no bubbles should use the same rest areas at the same time and staff must clean then in-between each use. . 2 meter distances between staff from different bubbles must be maintained at all times. Hands should be washed before leaving group rooms and accessing the staff rest areas as well as when returning to group rooms.</p> <p>Antibacterial wipes and sprays are available in the room to wipe down the area before and after using it. Ensure everything you touch in communal areas is cleaned before and after use including tea/coffee canisters, urn water release handle and tables. The Isolation room is also available as an alternative if not in use. First Class: Tea and coffee facilities to be made available in office.</p> <p>Social distancing between groups must be maintained at all times, including between staff during staff lunches and in communal areas. Chairs must not be moved in the staff room as they allow correct distances to be maintained.</p> <p>Staff toilets - Staff to wash hands once finished using the facilities and then ensure they spray disinfectant spray on toilet flush handle, taps, door lock and door handle before leaving the bathroom.</p> <p>Staff are encouraged to interact with the children and participate in their learning as usual as much as possible, this includes comforting them if needed, in order to limit the children’s anxiety.</p> <p>Face masks/shields to be worn in the office if there is more than one person present.</p>			
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			<p>Signing in, putting items and phones in the designated places. No phones should touch others, separate pockets to be used. This should be done as quickly as possible.</p> <p>Internal communication channels and cascading of messages through management team will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Shared outdoor Areas:</p> <p>A rota has been created to ensure bubbles all have access to the outdoors. Bubble must stick to this.</p> <p>Bubbles:</p> <p>If a child is in immediate danger you must react immediately to safeguard the child even if they are not in your bubble or this would mean getting within 2 meters of someone not in or bubble. The child's safety is paramount.</p> <p>Bubble sizes set to reduce contact and interactions in line with the current hierarchy of protective measure guidance. We have implemented 5 separate bubbles with different drop off and collection places.</p> <p>Each setting to update this:</p> <p>The new group bubbles formed as of 9th November 2020 based on the children's current ages and are as follows:</p> <p>Babies 0-2years Bugs 2 years Bees 2-5years</p> <p>We have capped our group bubbles to limit interactions in the following way, please note they are averages:</p> <p>Babies 5 per day Bugs 10 per day Bees 10 per day</p>			
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		<p><u>Children arrival and departure</u></p> <p>Staff only permitted entry. Parents to</p>	<p>Staff meetings are to be held via zoom.</p> <p>Currently children are unable to attend First Class or Squirrels Nursery if attending another early years setting.</p> <p>Fire assembly points have been temporarily assigned for each group bubble along the front fence of the car park.</p> <p>Rooms have been organised to allow activities to be set up in different areas to encourage children not to group together. Ensure there are multiple activities available at the same time so that children have space to play and toys and resources can be cleaned between different children using them where possible.</p> <p>Children’s Meals:</p> <p>Meal times, Avoid children sitting too close together, max 4 per table for small tables and 6 for larger tables. Children’s fruit snack to be given in individual bowls to avoid them inadvertently touching other pieces and to be distributed by staff.</p> <p>First Class: Food and equipment needed for all meal times including breakfast will be brought to the door of each room by the chef or designated person and should be placed back there by staff when finished with for chef or designated person to collect.</p> <p>All children to wash hands before and after consuming any food.</p> <p>Arrival and Departure:</p> <p>Door handles/high traffic surfaces to be disinfected at intervals during the day with shield spray.</p> <p>Staff and Parents to wear facemasks when dropping off or collecting children.</p>			
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		<p>collect/drop off at assigned Outdoor gates or door.</p> <p>Visitors Non essential visitors will be postponed, or alternative arrangements made.</p> <p>Returning from infected areas Staff and Parents to complete a questionnaire before returning to the setting.</p> <hr/>	<p>Non essential visitors will be postponed, or alternative arrangements made.</p> <p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the setting.</p> <p>Temperatures of children to be taken on arrival and documented on the register, If above 37.8 to be sent home straight away and follow isolation guidance.</p> <p>Holidays:</p> <p>If staff, parents or children go out of the united kingdom for a holiday or for any other reason they must inform the management team of where they have been and how they travelled prior to returning to nursery, ideally before leaving the country. This will enable checks to be made on any updates to travel restrictions and advise people accordingly. They will also be asked to complete a short questionnaire so that this information can be kept on file should guidance change after their return to nursery.</p> <p>The Manager to then follow guidance and inform them if they are able to return to nursery immediately or if not how long they will be expected to remain away from the nursery.</p>			
		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough, a high temperature or loses or has a change to, their sense of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Manager will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or child has developed Covid-19 and were</p>	<p>Showing Symptoms: If a staff member was to show symptoms whilst at the setting they will be asked to leave and follow the guidance given to them from 111 online coronavirus service and follow it. They then must inform their manager of the advice given.</p> <p>If child was to show symptoms whilst at the setting they would be taken to a dedicated isolation space until they were collected. The room will then remain locked until a deep clean is carried out. The staff who have already been in contact with the child will remain with them until they are collected. Parents will be called immediately for them to come and</p>			

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		<p>recently on our premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Suspected cases call 01905 845491 Mon-Fri 9am-6pm or 01384 679031 out of hours. Alternatively complete Online using https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I# Or by telephone to 0344 225 3560 (option 0, option 2).</p>	<p>collect and they will be told to seek advice from 111 online coronavirus service and follow it. Parents must call us and inform us of the advice given. If a parent or visitor was to show symptoms whilst at the setting, they will be asked to leave and follow the guidance given to them from 111 online coronavirus service and follow it. Parents/visitors must call us and inform us of the advice given. Staff are vigilant and report concerns about a child's symptoms to the manager/deputy manager. If any of these occur the manager will then seek advice and make appropriate arrangements HR to be informed.</p>			
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This risk assessment to be reviewed half-termly or as necessary

Next scheduled review: WC 2nd December 2020