

Sandleford St Gabriel's

Name(s) of Assessor(s):	Job Title(s):	Assessment No :	LIKELIHOOD	X	SEVERITY
Katie Noonan	Manager	17			
		Date:	<input type="radio"/>	<input type="radio"/>	TRIVIAL INJURY
		20/1/22	<input type="radio"/>	<input type="radio"/>	MINOR INJURY REQUIRING FIRST AID
Name of Nursery Area & Task to be Assessed:		RISK RATING		<input type="radio"/>	MAJOR INJURY TO INDIVIDUAL
Covid19		HIGH	16-25	<input type="radio"/>	MAJOR INJURY TO SEVERAL PEOPLE
		MEDIUM	8-15	<input type="radio"/>	FATALITY
		LOW	1-7	<input type="radio"/>	
<input type="radio"/>	VERY UNLIKELY	<input type="radio"/>	CERTAIN		
<input type="radio"/>	UNLIKELY				
<input type="radio"/>	LIKELY				
<input type="radio"/>	VERY LIKELY				

Describe in detail the Equipment/ Process/ Activity/ Area/ Task to be assessed/hazard	Area of consideration	Control measures	Risks and level of risks/further control measures.
Children	Drop off	<ul style="list-style-type: none"> UK Government guidance being followed. Parents to be mindful of social distancing. Masks to be worn in communal areas on site and whilst dropping/collecting children. Parents to enter through right hand gate, through black doors and wait at main nursery door. Children will be taken at the door and parents are to exit down the corridor and out of the other junior playground gate (parents will not be entering the individual nursery rooms). Only children who are symptom free or have completed the required isolation period attend the setting. 	<ul style="list-style-type: none"> PARENTS ARE NOT PERMITTED TO ENTER THE ROOMS. Families will not stick to staggered times or use good time management Families will not consider social distancing. Families will not be truthful about household health Only 1 adult per family to drop off/collect, limit siblings that come with them where possible. Staff will not challenge families about health Hands will not be washed thoroughly Children will touch face, hands, mouth

Sandleford

St Gabriel's

		<ul style="list-style-type: none"> • Children will wash their hands thoroughly on arrival. Hands will be washed regularly throughout the day and always: when re-entering the building, after using the toilet, before and after eating, when coming in from outside, after coughing/sneezing into hands or a tissue, whenever hands are visibly dirty. Hand sanitiser will also be supplied in all rooms. • Encourage children to avoid touching their face, eyes, nose and mouth. • Only 1 parent should drop off/collect at a time. • All children travelling to England must adhere to travel legislation details. 	
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children's sessions will be organised into room groups of attendance. Rooms will not join indoors for singing etc. Different groups of children will now be able to mix within the outdoor environment only. • Staff to make good use of the free flow areas and organise regular walks around the grounds. • Parents will not stay for settling in sessions. 	<ul style="list-style-type: none"> • Staff mixing with different rooms and cross contamination.
	Play and Learning	<ul style="list-style-type: none"> • We will implement social distancing where possible: <ol style="list-style-type: none"> 1. Individual rooms per age indoors. 2. Parents to leave the site promptly after dropping off children. • Ensure children wash hands regularly, throughout the day, as well as before and after eating, after coughing or sneezing. • The Early Years Foundation Stage learning and development requirements will be met. 	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early years children. • Parents will gather in social groups outside premises.
	Children's 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. • Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 	<ul style="list-style-type: none"> • Staff awareness of children's needs and abilities • Staff awareness of children needing more reassurance

Sandleford

St Gabriel's

		<p>and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</p>	
	<p>Toileting and cleaning up of accidents.</p>	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible. • Children should not attend if unwell. • If an accident happens whilst it is dealt with no one else should use the bathroom, where possible. • If a toilet accident occurs, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	<ul style="list-style-type: none"> • Children struggle to wait their turn. • Children used to free flow with toilets, they may try to help others • Not being cleaned properly • Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom
	<p>If a child starts displaying symptoms.</p>	<ul style="list-style-type: none"> • UK Government guidance will be followed. • If a child begins displaying symptoms such as a continuous cough or a high temperature, they will be sent home immediately and advised to follow NHS guidelines: book a PCR Covid test. • A child awaiting collection should be moved, if possible and appropriate, to a room/space where they can be isolated with appropriate ventilation (in the nursery garden/nursery office). If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window in the room used should be opened for ventilation. Door to be open if possible. • If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. A member of staff will stay with the child and wear the appropriate PPE. • If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. Staff will be monitored by the Nursery Manager as appropriate. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Once the child has left, the room will be deep cleaned. 	<ul style="list-style-type: none"> • Parents must agree to prompt collection and follow return guidelines before child starts back at nursery. • Parents to confirm emergency contact details, to ensure we have correct telephone numbers.

Sandleford

St Gabriel's

		<ul style="list-style-type: none"> Parents to inform the setting immediately of the results of their Covid test. Children can return to the setting once they have received a negative PCR test result/completed required isolation period and been clear of a temperature for 48 hours. <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p>	
Workforce	Attendance	<ul style="list-style-type: none"> Staff should only attend the nursery if they are symptom free, have completed the required isolation period following a positive PCR/lateral flow or achieved a negative PCR test result. Staff to inform the setting immediately of the results of their Covid test. Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. Managers will be aware of staff that are vulnerable, or living with someone who is vulnerable. All staff travelling to England must adhere to travel legislation details. 	<ul style="list-style-type: none"> Staff to be vigilant on health and stay away if unwell. Testing is available to all key workers and their households. Current government guidance to be followed. A copy of the risk assessment will be retained at nursery and signed by all staff and updated as necessary.
Food Preparation, snack and lunches		<ul style="list-style-type: none"> Staff and children MUST wash hands before prep or eating. Staff and children MUST wash hands before and after eating. Adults to handle eaten food as little as possible. Staff to wear gloves when serving food. 	<ul style="list-style-type: none"> Regular hand washing before prep and eating. Regular hand washing before and after eating. If children are very messy, staff need to use appropriate PPE to clean. <p>Where possible children are not to arrive/leave over lunch period. Some children have ½ day sessions and finish at 12.30pm.</p>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> Staff to be mindful of social distancing during breaks. Staff members should avoid physical contact with each other including handshakes, hugs etc. 	<ul style="list-style-type: none"> Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.

Sandleford

St Gabriel's

		<ul style="list-style-type: none"> • Ensure ventilation in all rooms including staff room where staff mixing is inevitable. • Whole team staff meetings and training sessions: staff are to be mindful of social distancing. Whole nursery staff meetings can take place outside if appropriate or in the theatre/Gabbies. Staff to sit within their own bubbles where possible and doors to be open. • All staff should have their own labelled pen and these should not be shared. • Each room will have their own basket in the office to store their mobile phones. Staff should use the hand sanitiser provided to sanitise their hands before and after touching their phone wallet. • All staff must sanitise their hands before entering the toilet. Lids to be closed when flushing and hands to be washed before leaving the toilet and sanitised on the way out. 	
	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 operate in the setting. • Training at other settings may take place if appropriate measures are in place. 	<ul style="list-style-type: none"> • All staff to complete prevent Covid19 online training. Via Smartlog
	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Aim to limit drop off and pick up to 1 adult per family. Parents are to leave promptly and be mindful of social distancing. 	<ul style="list-style-type: none"> • Allowing parents to enter premises can put staff and children at risk.
Parents and Visitors	Communication	<ul style="list-style-type: none"> • Parents should 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"> • Guidelines to be sent out to each family. Risk assessment found on the website.
	Visits	<ul style="list-style-type: none"> • Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be 	<ul style="list-style-type: none"> • Virtual tours can be found on the website. • Unannounced visitors not to be admitted

Sandleford

St Gabriel's

		<p>permitted to the nursery unless essential (e.g. essential building maintenance, SEN support, College tutors, work experience students).</p> <ul style="list-style-type: none"> Where essential visits are required these should be made outside of the usual nursery hours where possible. New family show rounds should be done before nursery opens or after nursery closes. Masks to be worn. All fundraising events cancelled until further notice. 	<ul style="list-style-type: none"> Visitors by appointment only before nursery opens/after nursery closes
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> UK Government guidelines should be followed. Wherever possible staff and parents should travel to the nursery using their own transport. If staff share lifts, the passenger should sit in the back on the opposite side to the driver. Windows should be open if possible 	<ul style="list-style-type: none"> Guidance not followed.
PPE	Both Workforce and children	<ul style="list-style-type: none"> Masks to be worn in communal areas. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to socially distance from others. PPE is only needed in a very small number of cases including: Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should 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. 	<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 to 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 or be in short supply. All PPE should be used according to current guidelines. Hands will require washing for at least 20 seconds.

Sandleford

St Gabriel's

Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> • Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. • Using the correct coloured cloth first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used. Cloths to be washed at 60 degrees or above. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Dry hands thoroughly. • Staff need to wash their hands more often than usual, particularly after arriving at the setting, when returning from breaks, changing rooms, before and after eating and handling food, after touching your face, blowing your nose, sneezing, coughing or before and after using the toilet. • Bedding will be washed weekly on set days at 60 degrees and is specific to the child. • Toys used will be cleaned more often than normal and the cleaning schedules completed. • No toys will be shared between rooms unless they are disinfected first. • Carpets and all rooms are deep cleaned on a regular basis. 	<ul style="list-style-type: none"> • Cleaning not completed thoroughly • Cleaning supplies not available • Shared resources regularly cleaned.
Cleaning	Cleaning of electronics	<ul style="list-style-type: none"> • Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. Staff to sanitise I pads and any other shared equipment between uses. • Where possible windows should be open for ventilation. 	

Sandleford

St Gabriel's

	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ol style="list-style-type: none"> the individual tests negative; waste can then be put in with the normal waste. 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"> Dedicated bin provided in the nursery office
Procedures	Evacuation	Normal procedures apply	
Availability of whole school services	Safeguarding	Normal procedures apply	
Governance			
REVIEWED BY: Katie Noonan 21/5/20 Version 1-0-0		COMMENTS: Live document.	
Ongoing			
UPDATED: 28/05/2020		P SETTER	Version 2
UPDATED: 03/06/2020		P SETTER	Version 3
UPDATED: 17/06/2020		P SETTER	Version 4
UPDATED: 17/07/2020		P SETTER	Version 5
UPDATED: 07/08/2020		P SETTER/K NOONAN	Version 6
UPDATED: 11/09/2020		P SETTER / K NOONAN	Version 7
UPDATED: 23/10/2020		P SETTER / K NOONAN	Version 8
UPDATED: 5/11/2020		K NOONAN	Version 9

Sandleford

St Gabriel's

UPDATED: 19/11/2020	K NOONAN	Version 10
UPDATED: 24/11/2020	K NOONAN	Version 11
UPDATED: 21/1/2021	K NOONAN	Version 12
Updated 22/4/2021	K NOONAN	Version 13
Updated 8/6/2021	K NOONAN	Version 14
Updated 5/8/21	K NOONAN	Version 15
Updated 29/10/21	K NOONAN	Version 16
Updated 20/1/22	K NOONAN	Version 17

This risk assessment was reviewed and agreed by Governors at the COVID subcommittee meeting 27/05/2020.



N Garland Chair of Governors

Version 4 reviewed and agreed by Governors COVID subcommittee 18/06/2020

Version 8 reviewed and agreed by Governors COVID subcommittee 27/10/2020