

Sandleford St Gabriel's

Name(s) of Assessor(s):	Job Title(s):	Assessment No :	LIKELIHOOD	X	SEVERITY
Katie Noonan	Manager	18	<input type="radio"/> VERY UNLIKELY <input type="radio"/> UNLIKELY <input type="radio"/> LIKELY <input type="radio"/> VERY LIKELY <input type="radio"/> CERTAIN	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	TRIVIAL INJURY MINOR INJURY REQUIRING FIRST AID MAJOR INJURY TO INDIVIDUAL MAJOR INJURY TO SEVERAL PEOPLE FATALITY
		Date:			
		19th May 2020			
Name of Nursery Area & Task to be Assessed:		RISK RATING			
Covid19		HIGH	16-25		
		MEDIUM	8-15		
		LOW	1-7		

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. Families to be issued with staggered times to drop off: 7.30am-8.15am (8.30am for parents with siblings in the school) drop off, no collection between 3.45pm and 4.30pm. Social distancing to be adhered to at all times. Parents to wear face masks on school grounds, to be worn on exiting the car and removed when back inside car. 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 are to 	<ul style="list-style-type: none"> PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING. Families will not stick to staggered times or use good time management Families will not stick to social distancing or wear face masks. Families will not be truthful about household health Children will want toys/teddies/blankets from home, raising risk of contamination Only 1 adult per family to drop off/collect, limit siblings that come with them where possible. Staff will not challenge families about health

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		<p>demonstrate social distancing at all times. (parents will not be entering the individual nursery rooms).</p> <ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period attend the setting. • No toys are to be brought in from home with the exception of a comforter for sleep time. • No toys to be sent home from nursery such as the bears or lending library. • 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. • All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. • Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically extremely vulnerable can now attend the setting, if it is safe to do so. This will be determined through the Health Declaration that is sent out prior to joining. • Only 1 parent should drop off/collect at a time. 	<ul style="list-style-type: none"> • Hands will not be washed thoroughly • Children will touch face, hands, mouth • Non-essential travel and social interaction guidelines not followed by staff and families • Enough staff in to ensure children can adapt easier to routine changes <ul style="list-style-type: none"> • Where possible, comforters should remain at nursery and not be taken back and forth. • Children taking time to settle after prolonged break and change in routine.
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children's sessions will be organised into room groups of attendance. Rooms will not join for singing etc. • The use of communal internal spaces should be restricted as much as possible. • Outdoor spaces should be used by different rooms at different times of the day if shared spaces. The garden will be divided into 	<ul style="list-style-type: none"> • Parents need for childcare, to be able to return to work, will need to be juggled against ratios. • Staff mixing with different rooms and cross contamination.

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		<p>sections for each room to access. Staff to make good use of the free flow areas and organise regular walks around the grounds.</p> <ul style="list-style-type: none"> • If the nursery needs to close due to Government guidance or staff shortages, priority will be given to those whose parents are critical/key workers, followed by 3 and 4 year olds. • If children attend another setting, they should choose only 1 to attend for the time being. • Parents will not stay for settling in sessions. 	
	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. 2. Parents to leave the site promptly after dropping off children. - 3. Minimise the resources available to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before and after eating, after coughing or sneezing. • Early Years Foundation Stage coronavirus disapplication's can be implemented if and when needed during lockdown. • The Early Years Foundation Stage learning and development requirements will be met as much as possible. 	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early years children. • Parents will gather in social groups outside premises. • Children will not understand they cannot explore the setting (free flow) or self- select toys and resources.
	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 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time. 	<ul style="list-style-type: none"> • Staff awareness of childrens needs and abilities • Staff awareness of children needing more reassurance • Follow current guidance on changes to EYFS, relevant to Covid 19 response.
	Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible. • Limit number of children using sinks. • Children should not attend if unwell. 	<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

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		<ul style="list-style-type: none"> • 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 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 Covid test. • A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated with appropriate ventilation (in the 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 school nurse 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. • 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 test result/completed required isolation period and been clear of a temperature for 48 hours. 	<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 before child returns, to ensure we have correct telephone numbers.

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		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)	
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 or achieved a negative test result. Staff to inform the setting immediately of the results of their Covid test. • Staff should not attend the nursery if a member of their household has symptoms and/or is waiting for a test result • All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines. • 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. 	<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. • Practitioners to receive a copy of policy and risk assessment documents before return. A copy will be retained at nursery and signed by all staff as 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. • Children will not self-serve food and drink. • Staff to ensure social distancing where possible during mealtimes and ensure tables are spaced out. 	<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. • Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere. Where possible children are not to arrive/leave over lunch period. Some children have ½ day sessions and finish at 12.30pm.
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> • Wherever possible, staff should remain with the small group of children, the group of children who they are allocated to and not come into contact with other rooms. 	<ul style="list-style-type: none"> • Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.

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		<ul style="list-style-type: none"> • Social distancing must be maintained during breaks. From 25/1/2021 there will be 2 Sandleford staff rooms; 1 for Baby staff and 1 shared between Toddler and Pre-School staff. This will be reviewed once school pupils return. Cover staff will need to use the staff room that goes with the room they are covering in that day. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions may be conducted through virtual conferencing. If this is not possible 2m distancing must be maintained between staff, and large group meetings will take place outside during the summer months. The theatre will be used for indoor meetings. January 2021 all group meetings have been cancelled and will be reviewed in March 2021. • All staff should have their own labelled pen and these should not be shared. • Each room will have their own basket on 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. 	<ul style="list-style-type: none"> • If required, Staff to engage with virtual conferencing via zoom/teams. This can be done via app on phone/tablet or laptop. • Meetings to take place outdoors if large groups, over 6 people. If indoors social distancing to be followed and staff to sit next to their room bubbles.
	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

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	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 whilst maintaining social distancing guidelines. 	<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 before return. 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 permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery hours where possible. New family show rounds should be done virtually or after nursery closes. Visitors to wear masks and staff to wear a visor. All tours currently suspended until March 2021. All fundraising events cancelled until further notice. 	<ul style="list-style-type: none"> Virtual tour can be found on the website. Unannounced visitors not to be admitted Visitors by appointment only after nursery closes Staff to engage with virtual conferencing.
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. Staff to wear face masks. If public transport is necessary, current guidance on the use of public transport must be followed. 	<ul style="list-style-type: none"> Guidance not followed.
PPE	Both Workforce and children	<ul style="list-style-type: none"> Staff to wear a face mask or clear visor within the rooms. A clear visor is better for adult led sessions such as phonics. A face mask must be worn when in communal areas of the school. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not 	<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

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		<p>usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops.</p> <ul style="list-style-type: none"> 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 maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> 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. Staff to wear face masks in all, communal areas. Face masks or face shields within the rooms. Staff to wear face coverings whilst speaking with parents. Staff to ensure safe wearing of face coverings: washing hands before and after touching. Face masks to be stored safely in individual, sealable plastic bags provided between use. 	<ul style="list-style-type: none"> 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. 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. Staff forget to wear their face covering.
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. 	<ul style="list-style-type: none"> Cleaning not completed thoroughly Cleaning supplies not available Cleaning implemented before closure to be continued.

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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. 	
	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"> 1) the individual tests negative; waste can then be put in with the normal waste. 	<ul style="list-style-type: none"> • Dedicated bin provided in the nursery office

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		2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste.	
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
UPDATED: 19/11/2020		K NOONAN	Version 10
UPDATED: 24/11/2020		K NOONAN	Version 11

UPDATED: 21/1/2021

K NOONAN

Version 12

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