



## York Childcare: Josephs /Scarcroft Green / Heather's Nursery Risk Assessment

### Epidemic & Pandemic Diseases COVID19 Operational Procedures April 2021

THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH GOVERNMENT, PUBLIC HEALTH ENGLAND & NHS GUIDANCE AND ADVICE.

Area of risk	Possible Hazards	Group of people especially at risk	Controls	Risks which are not adequately controlled. What action would you take where possible to reduce the risk
<b>Premises</b>	Spread of COVID19 & other diseases	Parents, children & Staff	Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.  Keep windows and doors open where possible to ensure good ventilation.	Water systems to be flushed through on a weekly basis during closure so testing will not be required. Secure grills/fasteners may need to be installed on some doors/windows to reduce risk of intruders accessing building. Staff to ensure children are dressed appropriately should the room be cooler than usual.
<b>Hygiene</b>  <b>Hand washing, cleaning, waste disposal, laundry etc.</b>	Spread of COVID19 & other diseases	Children & Staff	All children and staff must wash their hands upon arrival at the nursery.  Children and staff members should be encouraged to wash their hands frequently. Children & staff will use paper towels to dry their hands.	Daily risk assessments and checks revised to ensure adequate measures have been taken.



			<p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces, and children's toys and equipment.</p> <p>Communal area touch points, such as door handles, light switches, handrails, and hand washing facilities must be cleaned and sanitised regularly.</p> <p>All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of.</p> <p>All items within the setting requiring laundering must be washed on a high setting.</p> <p>Items such as towels will not be used, and bedding must not be shared by children.</p> <p>Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p>	
<b>Health &amp; Safety &amp; Risk Assessments</b>	Spread of COVID19, infections, diseases, accidents etc.	Staff & children	<p>All activity should be risk assessed and due consideration given to any adaptations to usual practice.</p> <p>Learning experiences involving materials which are not easily washable (such as malleable materials) will be risk assessed and may be reintroduced if the risks can be managed effectively.</p>	Activities should be organised to allow as much space as possible between children and staff (including mealtimes)



			The suspension of the sharing of food and utensils will continue.	
<b>PPE</b>	Spread of infection	Staff, children & parents	<p>Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.</p> <p>Parents must wear a face covering if entering the nursery lobby during drop-off and collection of their children <u>and</u> if a distance of 2 metres between parent and member of staff cannot be maintained.</p> <p>Staff supporting children and families at drop off and pick-up times must wear a face covering during this time if a distance of 2 metres between parent and member of staff cannot be maintained.</p> <p>Where staff request PPE, they must adhere to the guidance on safe use and removal of masks.</p> <p>PPE should continue to be worn as normal for nappy changing and the administration of first aid.</p> <p>Staff who work in more than one setting (eg agency / supply staff) must complete a risk assessment at the commencement of each work placement: this may result in needing to wear a face covering whilst working.</p>	<p>W.H.O adapted guidance on the when and how to use masks.</p> <p>Further information and guidance can be found at <a href="http://www.who.it">www.who.it</a></p>
<b>Supplies</b>	Spread of infection	Staff & children	The manager & staff should ensure an adequate supply of essential supplies and contingency plans	



			<p>are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate safely without essential supplies required for ensuring infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting.</p> <p>Other options may be considered, such as the use of washable items. These items will be washed at a high temperature and separate to any other nursery washing.</p> <p>In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced, and normal food safety and hygiene processes are followed.</p>	<p>Each nursery to maintain its own supply of PPE and cleaning essentials to prevent the need to travel to and enter a different setting.</p>
<b>Attendance</b>	Spread of COVID19	Parents	<p>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</p> <p>Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible. Families to be allocated drop off/ collection times at peak times.</p>	<p>Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, staff, and themselves.</p>



			<p>Arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily.</p> <p>When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area.</p> <p>Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. The staff should consider measures to minimise contact between the parent and other children and staff members.</p> <p>Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises.</p>	<p>Where possible staff will provide daily update via email/telephone/Tapestry to reduce time taken to complete handovers.</p> <p>Queues will be away from the main direction of entry / exit where other parents will be coming in &amp; out.</p> <p>Nursery cannot accept responsibility for any items which are left outside the building.</p>
<b>Attendance</b>	Spread of COVID19	Staff	<p>Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. Lateral Flow Testing Devices are now available for early years staff to use twice a week in accordance with government guidelines.</p> <p>Wherever possible staff and parents should travel to the nursery alone, using their own transport.</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed.</p>	<p>The health of returning staff will be discussed during a return to work interview.</p> <p>Managers will aim to keep staff working in separate groups where possible.</p> <p>Where the local risk is considered to be low, a team may be expanded to encompass the full staff</p>



			<p>If using public transport staff should travel in their own clothes and change into their uniform once on the premises.</p> <p>All staff members must receive appropriate instruction and training in infection control, use of PPE, the standard operating procedure and risk assessments within which they will be operating.</p> <p>Managers must conduct a maternity risk assessment including consideration of any Covid-related risk with any members of staff who are pregnant.</p>	<p>team at one site, enabling staff to work in more than one room over the course of a week if required.</p> <p>Relevant training links provided e.g. The Virtual College. Completion of training to be checked in return to work interview.</p>
<b>Attendance</b>	Spread of COVID19	Children	<p>Only children who are symptom free or have completed the required isolation period should attend the setting.</p> <p>If using public transport to get to nursery children should be changed into clean clothing once on the premises.</p>	<p>Children who develop a high temperature during the day will be sent home.</p> <p>Parents and staff to agree suitable changing area within nursery where parent could change child and immediately hand over to staff.</p>
<b>Attendance</b>	Spread of COVID19	Visitors	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	Where essential visits are required these should be made outside of the usual



			<p>unless essential (e.g. essential building maintenance).</p> <p>Risk assessments to be completed in advance of any visit and Visitors Policy and procedures to be followed.</p>	<p>nursery operational hours where possible. Virtual tours are being developed to enable new customers to view settings.</p>
<b>Social Distancing/Group work</b>	Spread of COVID19	Staff	<p>Wherever possible staff should remain with the small group of children who they are allocated to and not mix with other groups.</p> <p>Social distancing should be maintained during breaks where possible. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks.</p> <p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing.</p> <p>Where possible access to the kitchen should be limited to the cook.</p> <p>Staff should wear face coverings when moving around different areas of the nursery when the reason for moving is not as part of a child-based activity (eg to access laundry room / staff room / office)</p>	<p>Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible. Staff shift patterns may be revised to prevent/reduce the need for lunch breaks by implementing a shorter working day when staff are in contact with children. Identify one other person per team who can access the kitchen at times when cook is not present.</p>



<b>Social Distancing/Group work</b>		Children	<p>Children are usually organised into small groups or rooms within nursery. Wherever possible these small groups should not mix during the day.</p> <p>The use of communal internal spaces should be restricted as much as possible. Children from different groups may use the outdoor area at the same time.</p> <p>Children who are due to move into a different room will be given some opportunities to visit to support their well-being during a time of transition.</p> <p>Routines including provision of meals, nappy changing, and toileting should be within the space allocated wherever possible.</p> <p>Distancing of beds/cots should be facilitated wherever possible</p>	<p>Aiming to group all children in accordance with standard EYFS ratio requirements (ie maximum group size of 26).</p> <p>Sizes of group may need to vary if staff availability is limited and as if numbers of children attending fluctuates.</p>
<b>Resources</b>		Children & Staff	<p>Children should not be permitted to bring items from home into the setting unless essential to their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>All resources required for play and learning experiences of children should be regularly washed and/or sterilised.</p>	<p>Staff members required to clean items as they are used on an ongoing basis throughout the day.</p>





			<p>Activities such as play dough; salt dough and gloop will be risk assessed to consider whether they could be used in certain circumstances.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff teams where possible and cleaned regularly.</p>	
--	--	--	---	--

<b>Wellbeing</b>		Staff & children	<p>Staff need to ensure they are aware of children's attachments and their need for emotional support.</p> <p>Children should be supported to understand age appropriately the changes and challenges they may be encountering because of Covid-19.</p>	Stories/picture books are available free to download.
<b>Suspected Case of COVID19</b>	Spread of COVID19	All	<p>In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance.</p> <p>Whilst waiting for the child to be collected they should be isolated</p>	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>



			<p>from others in a previously identified room or area if possible. Where possible, a window should be opened for ventilation.</p> <p>The staff member responsible for the child during this time should be a staff member from their room/area. The manager may consider suitable PPE for this staff member.</p> <p>If possible, the area should not be used for 72 hours after the child has been collected.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>The person responsible for cleaning the area should wear appropriate PPE.</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery or they have had contact with a confirmed case at nursery, they should return home</p>	<p>Outside areas to be used as waiting area where possible.</p> <p>Parents must call 111 to arrange for their child to be tested.</p> <p>Nursery manager to notify all parents and staff by email of any suspected cases.</p> <p>Should there be a confirmed case the nursery will call the PHE/DfE helpline: 0800 046 8687 and follow the instructions as given by them. Instructions may require staff to self-isolate for 14 days which could result in temporary closure of the nursery: in certain circumstances closure may be limited to one specific small group. <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams#north-yorkshire-and-the-humber-hpt">https://www.gov.uk/guidance/contacts-phe-health-protection-teams#north-yorkshire-and-the-humber-hpt</a></p> <p>Staff are entitled to asymptomatic Lateral Flow tests either through the home tests kits provided via government or through the CYC booking site: <a href="https://www.york.gov.uk/SymptomFreeCOVIDTest#booking">https://www.york.gov.uk/SymptomFreeCOVIDTest#booking</a></p> <p>If staff have symptoms tests can be booked via: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>The Government Test, Track &amp; Trace system is now in place. The manager will inform parents of any actions to be taken and will provide clarification on organisational decisions.</p>
--	--	--	---	--



			<p>immediately and isolate at home in line with NHS guidance. The staff member should undergo testing and self-isolate for <b>10</b> days if they receive a positive test.</p> <p>The appropriate reporting procedures to the relevant bodies <b>must be</b> followed.</p> <p>As the test and trace system is in place, we as an organisation will comply with government guidance.</p>	
--	--	--	---	--

Assessment undertaken by:	KAREN MAWSON
Signed:	
Position:	CEO
Authorised by:	
Assessment review date:	21 <sup>st</sup> April 2021