



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

**Epidemic & Pandemic Diseases COVID19 Operational Procedures WEF 16<sup>th</sup> September 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>Hygiene</b>  <b>Hand washing, cleaning, waste disposal, laundry etc.</b>	Spread of COVID19 & other diseases	Children & Staff	<p>All children and staff must wash their hands upon arrival at the nursery.</p> <p>Children and staff members should be encouraged to wash their hands frequently. Children &amp; staff will use paper towels to dry their hands.</p> <p>Frequently touched surfaces should be wiped down at least twice a day, and one of these should be at the beginning or the end of the working day.</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>Laundry items should be washed in accordance with the manufacturer's instructions. There is no</p>	Daily risk assessments and checks revised to ensure adequate measures have been taken.

Revised 15/09/21 in accordance with the most recent guidance issued from government: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>.



			<p>additional washing requirement above what would normally be carried out. Where cloth towels are used, these should be for individual use.</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	The suspension of the sharing of food and utensils will continue.	
<b>PPE</b>	Spread of infection	Staff, children & parents	<p>The government has removed the requirement to wear face coverings in law but recommends that they are worn in enclosed spaces where you may come into contact with people you don't normally meet. When local incidence remains higher than the national average, parents should continue to 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 will continue to wear a face covering if a distance of 2 metres between parent and member of staff cannot be maintained and if a parent enters the nursery lobby.</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>



			<p>Where staff use PPE, they must adhere to the guidance on safe use and removal of masks.</p> <p>At times when the local incidence is high, 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>	
<b>Supplies</b>	Spread of infection	Staff & children	A supply of PPE is available at each nursery to ensure it is available if needed.	Each nursery to maintain its own supply of PPE and cleaning essentials.
<b>Attendance</b>	Spread of COVID19	Parents	<p>Only parents who are symptom free or have completed a required isolation period will be able to drop off or collect their child.</p> <p>It is preferable if drop off and collection of children can continue on a 1 parent per family basis.</p> <p>Staggered drop off/ collection times may continue at peak times.</p> <p>Drop off and collection of children to continue to take place at the nursery entrance / nursery garden to avoid parents entering the nursery unnecessarily.</p>	<p>Handovers will continue to be intentionally brief.</p> <p>Appointments can be made in advance for Parents / Carers to come into nursery for a brief meeting with members of staff, if staffing levels are sufficient to enable this.</p>



			<p>Parents waiting to drop off or collect their child are asked to consider the risks of close contact. Parents may enter the nursery for the purpose of settling in sessions.</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>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 available for early years staff to use twice a week in accordance with government guidelines.</p> <p>If public transport is used to attend work, current guidance on the use of public transport must be followed.</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>Maternity risk assessments will include consideration of Covid-related risks with any members of staff who are pregnant.</p>	<p>The health of returning staff will be discussed during a return to work interview.</p> <p>Staff may work in more than one room over the course of a week if required.</p>



<b>Attendance</b>	Spread of COVID19	Children	Only children who are symptom free or have completed the required isolation period following a positive test result should attend the setting.	
<b>Attendance</b>	Spread of COVID19	Visitors	<p>Visitors entering the building will be required to wear a face covering unless exempt.</p> <p>Visitors Policy and procedures to be followed. Standard risk assessments may be required for contractors and should routinely include assessing any Covid risk.</p>	
<b>Social Distancing/Group work</b>	Spread of COVID19	Staff	<p>Where possible staff should remain with the group of children within their usual place of work.</p> <p>Staff members should avoid non-essential physical contact with each other including handshakes, hugs etc.</p> <p>As face-to-face meetings are reintroduced, staff are asked to consider the risks of close contact. Meetings and training sessions may still be conducted through virtual conferencing.</p> <p>Where possible access to the kitchen should be limited to the cook.</p> <p>At times when local incidence remains high, staff should wear face coverings when moving around</p>	<p>Staff shift patterns may be revised at times to ensure adult / child ratios can be maintained.</p> <p>The number of staff entering nursery kitchens will revert to being those identified as 'necessary'.</p>



			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)	
<b>Social Distancing/Group work</b>		Children	<p>Children will be grouped in accordance with standard EYFS ratio requirements in age-appropriate rooms within each nursery.</p> <p>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 opportunities to visit to support their well-being during a time of transition.</p> <p>Distancing of beds/cots may be facilitated when local incidence remains high.</p>	Group sizes and age ranges within rooms may need to vary if staff availability is limited and if numbers of children attending fluctuates.
<b>Resources</b>		Children & Staff	<p>Children are not encouraged 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>Resources required for play and learning experiences of children should be regularly washed and/or sterilised.</p> <p>Activities such as play dough; salt dough and gloop will be risk assessed to consider whether their use</p>	Staff members are required to clean items after use.



			<p>will continue at times where the local incidence remains high.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff teams where possible and cleaned regularly.</p>	
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<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> <p>Staff to be mindful that their own feelings and responses to situations may be different as a consequence of the global pandemic.</p>	<p>Stories/picture books are available free to download.</p> <p>Staff well-being to be supported through:</p> <ul style="list-style-type: none"> <li>• Providing opportunity to discuss the impact this is having on their job</li> <li>• Encouraging discussion on how they are feeling and general well-being</li> <li>• Encouraging and promoting self care</li> </ul>
<b>Suspected Case of COVID19</b>	Spread of COVID19	Children	In the event of a child developing suspected coronavirus symptoms	Outside areas to be used as waiting area where possible.



			<p>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 from others in a previously identified room or area if possible.</p> <p>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>The area should be thoroughly cleaned as soon as possible.</p> <p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Contact Tracing</p>	<p>Parents must arrange for their child to be tested via <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> or by calling 111.</p> <p>Children who receive a negative PCR test result may return to nursery the following day, providing they are well and have no symptoms.</p> <p>Nursery manager to notify all parents and staff by email of any positive cases.</p> <p><b>Confirmatory polymerase chain reaction (PCR) tests</b></p> <p>Staff and children with a positive rapid lateral flow test result should self-isolate in line with <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>. They will also need to <a href="#">get a free PCR test</a> to check if they have COVID-19.</p> <p>While awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive rapid lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting, as long as the individual does not have COVID-19 symptoms.</p>
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			staff will now contact parents of children testing positive to identify other potential contacts and will advise of any actions to be taken.	Evidence of the negative LFD test result must be provided to the nursery.
		Staff	<p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with NHS guidance. The staff member should undergo confirmatory PCR testing and self-isolate for 10 days if they receive a positive test.</p> <p>Early years staff should undertake twice weekly home tests using the LFD kits provided.</p> <p><b>Outbreak Management Plan</b> Several confirmed cases within 14 days, may be considered an outbreak.</p>	<p><b>Confirmatory polymerase chain reaction (PCR) tests</b> Staff and children with a positive rapid lateral flow test result should self-isolate in line with <u><a href="#">COVID-19: guidance for households with possible coronavirus infection</a></u>. They will also need to <u><a href="#">get a free PCR test</a></u> to check if they have COVID-19. While awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive rapid lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting, as long as the individual does not have COVID-19 symptoms.</p> <p>Evidence of the positive LFD test result must be passed on to the nursery. Evidence of the subsequent PCR test must also be provided.</p> <p><b>Contact Tracing</b></p>



			<p>YC has developed an Outbreak Management Plan outlining how to operate if there were an outbreak in one of our nurseries or within the local area.</p> <p>The Nursery Manager should call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required. They can be reached by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>Instructions from the Test &amp; Trace team may require staff to self-isolate for 10 days if 14 days have not lapsed since receiving a second Covid vaccination or if they are unvaccinated.</p> <p><b>Reporting COVID-19 cases to Ofsted</b> The Nursery Manager must notify Ofsted of any confirmed cases in the setting, whether a child or a staff member. The manager should also tell Ofsted if the setting needs to close as a result. <a href="https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business">https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business</a></p>
<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.	Water systems to be flushed through on a weekly basis during closure so testing will not be required.



			Keep windows and doors open where possible to ensure good ventilation.	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.
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Assessment undertaken by:	KAREN MAWSON
Signed:	
Position:	CEO
Authorised by:	
Assessment review date:	September 2021