

DATE OF ASSESSMENT _19 August 2020 - Pages 1 to 14
Review will be ongoing and then fully repeated week commencing 19 October 2020

Social distance / socially distancing – means maintaining a 2-meter distance between all adults, unless passing, e.g. on the way to somewhere when the risk is LOW. Children will be helped to understand good hygiene practices using stories, rhymes, songs and videos. Children & staff to be outside as much as possible and windows will be opened to increase ventilation.

Resources:

Planning Guide for Early Years and Childcare Setting

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

Safe working in education, childcare and children's 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>

COVID-19: cleaning in non-healthcare settings outside the home

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Guidance should any child or member of staff develop symptoms

[guidance on protective measures in education and childcare settings](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

[guidance on using PPE in education, childcare and children's social care settings](#)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

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Hazard identified	Risk	People at risk	Risk Rating	Preventative/ Protective measures	Responsibility	On daily check list	Residual Risk
Number of adults in setting and need to maintain social distancing	Social distance is not maintained and risk of infection	Children & Adults	HIGH	<p>Decision to run predominantly as outside provision. There is ample space outdoors for adults to maintain social distance of 2 metres.</p> <p>The indoor area will be set up with wide spaces between trolleys so that if staff and children are indoors there is space for social distancing to be maintained.</p> <p>One way systems will be in place where needed.</p> <p>Kitchen & Toilet areas restricted to one adult at a time.</p> <p>Rest area (back room) will be set up to ensure adults can sit socially distanced. Maximum 2 adults on a break at one time if space allows.</p>	Manager to oversee All staff to adhere to rules in place	NO	LOW

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Hazard identified	Risk	People at risk	Risk Rating	Preventative/ Protective measures	Responsibility	On daily check list	Residual Risk
<p>Arrivals and departures of children – outside / inside</p> <p>Communicating to parents</p>	Social distancing between staff / parents/carers/ siblings	Children & Adults	HIGH	<p>The same parent/carer to drop off & collect where possible.</p> <p>Siblings, if they must come, to stay by parent/carer side.</p> <p>Social distancing marked out at drop off points.</p> <p>Parent/carer to drop off and pick up at the gate unless child is unsettled then a one in / one out system will be in place, along with social distancing measures on the premises (inside & outside)</p> <p>Parents should travel in own vehicles and not share lifts.</p> <p>Parents will be advised in advance of this procedure.</p>	All staff Parents to be made aware through communication about returning to nursery	YES To check signs for systems are in place	LOW
<p>Emergency contacts for children</p> <p>Communicating to parents</p>	Not being able to contact parents in an emergency	Child not able to be collected quickly	MED	Parent/carer to update emergency contact details before returning to nursery. Parents will be made aware of their responsibility to collect a child if unwell	Manager	NO	LOW

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Hazard identified	Risk	People at risk	Risk Rating	Preventative/ Protective measures	Responsibility	On daily check list	Residual Risk
<p>Spread of COVID-19 infection on arrival at nursery and during the day – see also Arrivals and departures of children – outside / inside (above)</p> <p>Communicating to parents & staff</p>	Spread of COVID-19 infection	Children & Adults	HIGH	<p>Staff & children will wash hands or use a sanitiser** on arrival and before leaving nursery.</p> <p>An adult will supervise the washing of hands or use of a sanitiser, as children arrive at nursery.</p> <p>Children will be prepared for collection in time to gather all their belongings and to wash their hands.</p> <p>Children and adults will wash hands regularly throughout the day and always before and after lunch, after toileting, and after blowing noses.</p> <p>Lunch Boxes will be wiped over on arrival at nursery.</p> <p>Toilet areas will be cleaned regularly throughout the day.</p>	<p>Adults greeting children at gate</p> <p>Before departure – key person/co-key person</p> <p>Overall – All staff are responsible to ensure this happens safely</p>	NO	LOW
Hands not being washed properly or regularly enough	<p>Spread of COVID-19 infection</p> <p><i>Children using hand sanitiser**</i></p>	Adults & children	HIGH	<p>Handwashing regularly for 20 seconds, throughout the day, and after any contact with another person, including in designated group.</p> <p>Children will be supervised when washing hands.</p> <p>Use songs, rhymes and videos to promote good hand washing.</p> <p>Adults also have access to sanitiser where washing hands may not be immediately possible.</p> <p>**Washing hands for 20 seconds is the best option for children – they should only use hand sanitiser if deemed absolutely necessary</p>	All staff	No	LOW

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Poor respiratory hygiene	Spread of COVID-19 infection	Adults & children	HIGH	<p>'Catch it, bin it, kill it' procedure will be used.</p> <p>Adults & children must use a tissue and then dispose of it in the bin. Bins must have a bin liner and will be emptied when full, and always at the end of the day. Bin liners will be tied and put into the main outside dustbin.</p> <p>Hands must be washed after blowing noses.</p>	All staff	YES	LOW
Used PPE & face coverings.	Spread of COVID-19 infection	Adults & children	HIGH	<p><i>It is not necessary to wear a face covering when working in a childcare environment apart from the usual personal hygiene practices.</i></p> <p>Used PPE and any disposable face coverings that staff, children or other learners arrive wearing should be placed in a refuse bag and disposed of with normal domestic waste unless the wearer has symptoms of coronavirus, when government guidelines for disposal must be followed.</p> <p>Any homemade non-disposable face coverings that staff, children, or other learners are wearing when they arrive must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p>	Adults	NO	LOW

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Buggies & ride-ons brought to nursery Communicating to parents	Cross contamination of personal items – spread of infection	Children & Adults	MED	Buggies & bikes/scooters must be left in the designated area and not touched by others. If it is necessary to move items, wear PPE (i.e. gloves) & follow hand washing & sanitising procedures. Parents will be advised in advance of this procedure	ALL Staff & Parents / carers	YES To check signs for systems are in place	LOW
Toys from home Communicating to parents	Cross contamination of personal items – spread of infection	Children & Adults	HIGH	Children are asked not to bring toys from home unless absolutely necessary	Parents / Carers All Staff to oversee Manager/floatin g person on children's arrival	NO	LOW
Children have been away from nursery for a long period of time	Emotional wellbeing	Children	HIGH/MED	We will support children by; Asking parents to complete a 'More about me' form to give staff an idea of how they have coped during the period of 'lockdown'. Using Social Stories to help them understand about coronavirus.	Manager & All staff	NO	MED/LOW
Routines, Snack and Lunch times, & wellbeing of children Communicating to staff & consider an appropriate, flexible, routine	Spread of COVID -19 infection and emotional wellbeing of children	Children & Adults	HIGH	A flexible routine will be in place to maintain good hygiene rules and support the wellbeing of children and staff. Children will feel secure knowing and understanding what will happen during their day. A routine of activities and breaks will support their emotional wellbeing. Children will be offered support from designated adults at snack times and at lunch tables. Utensils will not be shared between children or adults.	All staff	NO	LOW

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Staffing Numbers of staff on premises	Spread of COVID-19 infection & limited space for social distancing	Children & Adults	HIGH	We will keep staffing arrangements as consistently as possible. We will limit the number of staff at any one time to those required to care for expected occupancy levels. All staff must socially distance from each other.	Manager	NO	LOW
Cover for Key Roles: - Safeguarding Lead - SENCO	Wellbeing of children in our care	Children	MED	A suitable member of staff will take responsibility for these roles in the absence of the usually designated member of staff.	Manager to appoint	NO	LOW
Staff wellbeing Communicating to Staff	Staff anxious about returning to work and the effect this may have on wellbeing of the team and children	Children & Adults	MED	Adequate Supervision sessions will be in place. Staff can be pointed to appropriate sources of help if needed, e.g. on-line, GP. Operating predominantly in the outdoor environment will contribute to staff wellbeing.	Manager & all colleagues to be open and non-judgemental	NO	MED/LOW
Staff meetings & in-house training	Spread of COVID-19 infection & limited space for social distancing	Adults	HIGH	Meetings and training will be conducted at the setting ensuring social distancing is adhered to, or via on-line platforms.	Manager & staff	NO	LOW
Staff breaks	Spread of COVID-19 infection & limited space for social distancing	Adults	HIGH	Breaks will be organised to ensure there is sufficient space to maintain social distancing.	Manager & Staff	NO	LOW

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Maintaining social distancing – between adults Communicating to staff	Spread of COVID-19 infection	Adults	HIGH	Adults must socially distance from each other AT ALL TIMES Passing 'on the way to somewhere' is considered a LOW risk but should be avoided where possible. If there are pinch points, then a procedure will be in place (see communal spaces below)	All Staff	No	LOW
Communal spaces, narrow spaces (pinch points) that need to be negotiated, e.g. corridor to toilets / toilets, Kitchen Communicating to staff	Impossible to observe social distancing	Adults & children	MED	Systems will be in place to prevent people gathering in communal spaces. Staff will be made be aware e.g. <ul style="list-style-type: none"> - One Adult in children's toilet at a time. - One person in the kitchen at any one time. - Max two adults on a break in back room. - Max one adult in store cupboard. One-way systems will be in place where needed.	Manager & Staff	NO	LOW
Fire alarm procedures	Gathering in a group – spread of infection, would be unable to observe social distancing	Adults & Children	HIGH	Adults must maintain social distance during emergency evacuation practices. Staff training.	Manager & Staff	NO	LOW

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Cleaning schedule – cleaning materials Communicating to Staff	Cleaning of premises not adequate causing spread of COVID-19 infection	Adults & children	HIGH	A cleaning schedule will be in place that describes the areas and resources to be cleaned daily and the frequency of cleaning. This will be signed, and staff training will be given. See separate cleaning schedule	All staff	This is an additional check list	LOW
Contingency plans for PPE shortages – supply of cleaning materials	Running out of essential PPE Spread on COVID-19 infection	Adults & Children	HIGH	Maintain a list of resources & materials on site with expected delivery options & suppliers. Check of the stock of PPE & cleaning materials weekly to identify possible shortages. Re-order items in plenty of time to allow for possibility of longer delivery times.	ALL STAFF	Check weekly	LOW

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<p>Handling of stationery items, laptops, pads & phones</p> <p>Communicating to staff</p>	Spread of COVID-19 infection	Adults	HIGH	<p>Ideally, adults will use their own pens and not share these with other staff without hand washing or sanitising between use. Laptops, pads & phones will be cleaned after every use, and before if necessary.</p> <p>Personal mobile phones will be stored in separate, named, plastic bags to prevent cross contamination when in filing cabinet.</p>	All Staff	NO	LOW
<p>Are activities and resources on offer safe to use during COVID-19 outbreak?</p> <p>What about equipment & materials not suitable for use / activities?</p> <p>Handling shared resources</p>	Spread of COVID-19 infection	Adults & children	HIGH	<p>To facilitate cleaning, unnecessary items and clutter will be removed from the learning environment.</p> <p>We will follow Public Health advice and remove toys and resources that have intricate parts and are difficult to clean, including soft toys and fabrics, soft furnishings, such as mats, rugs and cushions.</p> <p>Daily, activities and resources will be risk assessed to ensure they are safe for use.</p> <p>Currently sand will not be used but this will be reviewed.</p> <p>Play dough will be disposed of at the end of each day.</p> <p>'Regularly used' resources will be cleaned according to a cleaning schedule.</p> <p>Furniture will be cleaned daily.</p> <p>Due consideration will be given to the activities and resources offered on a day to day basis.</p>	Manager to co-ordinate along with all staff	See cleaning schedules in place	LOW

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Layout of outdoor area and indoor area Passing places	Maintaining social distancing between adults	Adults & children	HIGH	Sessions are being offered predominantly outside and children will start their day in this area. The indoor area will be set up ready for use with sufficient space between areas to enable social distancing for adults.	Manager	YES	LOW
Outings	Social distancing & spread of COVID-19 infection	Adults & children	HIGH	Outings will be assessed for risks and will include the requirement to visit places where social distancing can be maintained.	Manager	NO	LOW
Use of community building – other users when we are not there	Spread of COVID-19 infection	Adults & children	HIGH	Risk Assessments will be shared between Winchester City Football Club and Riverside Nursery School. We will clean touch points, toilets, kitchen in mornings to minimise risk of infection from other users of the building. We will have sole use of our 'areas of use' during operating hours.	Manager	YES	LOW
Visitors to the setting	Spread of COVID-19 infection	Adults & children	HIGH	Visitors will be restricted to those that are absolutely necessary, or emergencies such as building maintenance. Where possible visitors will attend outside of operating hours. Contact details will be gathered, including for track and trace purposes.			

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<p>Dealing with accidents and illnesses not associated with COVID-19 Looking after a child when unwell</p> <p>Communicating to parents</p>	<p>Social distancing rules may have to be relaxed to manage an incident</p>	<p>Children & Adults</p>	<p>MED</p>	<p>Children should not come to nursery unless they are fit and well. We will follow our usual procedures for managing children who are unwell or have an accident. The adult will maintain social distancing where possible & using appropriate PPE. They should consider their positioning around the child, e.g. can they sit to one side rather than in front, can child hold cold compress on themselves. Ideally the designated adult for the Bubble will manage the child until collection from nursery. If this is not possible then the Floater will do this, and it will be recorded.</p>	<p>Manager</p>	<p>NO</p>	<p>MED/LOW</p>
<p>A child or parent/ carer or member of staff coming to nursery with coronavirus symptoms</p> <p>Communicating to parents & staff</p>	<p>Spread of COVID-19 infection</p>	<p>Adults & children</p>	<p>HIGH</p>	<p>Parents asked to confirm for their child and household are free from symptoms of coronavirus before returning to Riverside.</p> <p>Parents will be made aware that they or their child should not attend nursery if they show any symptoms of coronavirus.</p> <p>Staff asked to confirm they and their household are free from symptoms of coronavirus before returning to Riverside. They will be made aware they should not attend nursery if they show any symptoms of coronavirus.</p>	<p>Manager</p>	<p>NO</p>	<p>LOW</p>

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<p>A child or member of staff at nursery is displaying coronavirus symptoms – risk to adult looking after them / rest of the group</p> <p>Communicating to parents & staff</p>	<p>Spread of COVID-19 infection</p>	<p>Adults & children</p>	<p>HIGH</p>	<p>Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government guidelines on what to do if you or someone in your household develops symptoms.</p> <p>If a child is waiting to be collected, they should be separated from their group and isolated with one member of staff if this is possible (ideally the adult will be their key person).</p> <p>A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn.</p> <p>Once the child or member of staff has left the setting, we will follow the guidance for cleaning of non-healthcare settings to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.</p> <p>All parents of children attending will be notified if anyone tests positive with COVID-19 and advised what to do in line with PHE guidance</p>	<p>Manager & Staff</p>	<p>NO</p>	<p>LOW</p>

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