

Covid 19 risk assessment

\*church premises to have responsibility of areas in red font

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| Risks | Control Measures |
| Staff  Returning to work  PPE  Risk of infection/Transmission  Becoming unwell with symptoms | * Whilst we are now in tier 4 and In light of the new strain of COVID-19 whereby a proportion of the population is asymptomatic, we are advising all staff to have a rapid COVID 19 test done ahead of returning to work from a holiday period, this will ensure all staff are clear of the virus to begin the new term * Any staff testing positive should not return to work and follow government guidance to isolate for 10 days from their test date * We encourage all staff to maintain social distancing with each other, where this is not possible we ask that staff do wear a mask or face shield. We advise these are worn in communal areas where social distancing is difficult, during morning meetings and break times, and during all contact with colleagues, parents/carers or other adults including church wardens or professionals * We encourage where possible to stagger break times whilst adhering to social distancing in these communal areas and finding alternate break time zones * We support the DFE guidance that staff working with children should not wear a mask when in the Early Years and would encourage you not wear one whilst working directly with the children, the transmission between child to adult is low, however due to the close proximity of working with each other, in these situations staff should wear a mask at their discretion * To prevent the risk of transmission we will limit the mixing of rooms and staffing between the nursery. If staffing allows where possible children staying for lunch should do so in their own rooms * By staff wearing a mask this should not impede on the children.  The children’s care, welfare and wellbeing is paramount. Staff should refrain from wearing a mask during care routines and settling children * Staff should where possible wear a mask or visor during children’s arrivals and departures whilst engaging with parent/carers * If staff go to another setting to pick up resources and such they should wear a mask and adhere to social distancing * All staff to be vigilant with their own symptoms, if they develop a new cough, a high temperature or loss of taste or smell, they should not come into work, they should self-isolate and call 119 to book a test. * If they are at work and develop covid-19 symptoms, they must call their management team and once staff cover is arranged, they should leave the nursery, self isolate and arrange to have a test and follow government guidelines. Where a negative result is confirmed they should return to work when they are feeling well. * If a positive result is confirmed the staff member must get in touch with their management team and follow all guidance from public health regarding isolation periods. After 10 days of the onset of symptoms and 48 hours after no longer having a temperature the staff member will be ready to return to work; they may still have a cough and loss of taste and smell, as this can continue for a longer period of time. * If staff are unable to return to their normal working duties after 10 days they must inform the management team to discuss ahead of their return date |
| Parent/Carers/Visitors  Entrance and exit to childcare setting causing people to congregate compromising social distancing  Communication with Parent/Carers  Nursery Visitors including Professionals and Church Wardens | * Parents/carers will not be able to come into the setting and communication will be via email, tapestry or at a safe distance in the garden areas. * All parents/carers are asked where possible to wear masks during the dropping off and collection of their children * During all meetings with staff, where possible both staff and parents should wear a mask, to uphold social distancing and where possible to limit meetings to 15 minutes * Parents will only drop off and pick up through our outdoor areas, staff will lead the children into the nursery * Signs and marking will be in place to indicate where to enter and exit and remind parents to socially distance * We encourage parent/carers to adopt a drop and go method, staff will support this separation in their usual nurturing professional manner.  Staff will communicate with parent/carers through the child’s nursery session and ensure an individual plan is adopted to ensure the child settles into the nursery session, staff will continue to work closely with parent carers about the best way forward in times where the child is unsettled * Parents to have responsibility to ensure children are wearing fresh clean clothing.  If their child has any covid-19 symptoms to inform the setting and keep the child off for the government advised period of isolation * Parents to also ensure if another member of their household is displaying any symptoms that until a confirmed negative test result is received the child should also remain off from the nursery * All show arounds for perspective parents until further notice will be conducted virtually * All other specialist professionals can enter the premises to carry out their required roles, they will be asked to sign in as per the track and trace, sanitise their hands and wear PPE including masks. These visitors will have a duty to inform us if they test positive for covid-19 within the government guideline time frames of their visit to us. * All long term students and trainees will continue their work placements with us, following the guidelines all staff adopt as per our risk assessment and covid-19 policy. However we will not be accepting short term students until government guidelines suggest decrease in risk of covid-19. * **Church wardens should refrain from entering the nursery occupied areas whilst we are in session time. If they require a discussion with staff we ask that they wear a mask and adhere to social distancing. If they should test positive for Covid-19, we ask that they inform us as part of contact tracing** |
| New children joining Leapfrog  Inc inductions, home visits and settling | * We will not be conducting home visits during the covid-19 pandemic * Children starting with us will be invited for a 30 minute induction, nursery managers to allocate a suitable time within the nursery day where social distancing between other staff and parents can be encouraged. * Thereafter children will be invited to begin their nursery sessions with us on their agreed sessions. For those children where it benefits that their parent stay to help settle them, Parents will be asked to remain within our nursery outdoor areas. * Nursery staff to work with parents to support separation from their child and establish a method that works best for the child’s interests. During this period where parents are unable to enter the indoor environment, we will offer additional shorter sessions through the week to aid their settling in. * In cases of bad weather where parents are unable to remain in garden areas but the child is not ready to separate from them, or in the case of an induction where the parent requires to stay, we would ask the parent enters the nursery wearing a mask and remains in either the kitchen/office areas, allowing social distancing from the majority of staff and children whilst having the reassurance of both child and parent seeing each other. Windows and doors should remain open for ventilation. * Where the nursery kitchen/office areas do not oversee the room, managers to use other areas of the environment that support social distancing. * During high periods of infection and/or whilst we are in Tier 4, all inductions for new children between parents and staff member will be conducted in our outdoor areas. In cases of bad weather and where we do not have the shelter to accommodate we ask for these induction sessions to be rescheduled to a more appropriate time. Other members of the staff team will support the child and encourage them to explore the nursery indoor environment during their induction |
| Leapfrog Stay and Play Toddler groups | * During tier 4 restrictions we will not hold any toddler groups on nursery premises. This will be reviewed again in line with government guidance. |
| Resources and equipment | * Remove unnecessary items from playrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items that cannot be easily cleaned such as soft toys. * Staff will minimise sensory play experiences, where this play is appropriate for individual children’s needs the following will be adhered to, * Water & other sensory play experiences, such as rice/lentils/cornflour/dough/shaving foam and such needs to be single use only, provide each child with their own tray, which is cleaned after use. Children to use sanitiser to be used before and after use. Staff to refrain from using compost and sand whilst restrictions are in place; if these are used * Books can be wiped with anti bacterial spray or wipes. Minimise toys to make cleaning regimes easier, if toys don’t wash easily or clean easily don’t use them. * Staff to ensure resources are cleaned after each session, either by dishwasher, sterile cleaning or anti bacterial sprays * Staff to ensure the premises, flooring and surfaces are left clean at the end of session ready for use of other hall users * A staff rota to be put in place so cleaning systems are not missed * Additional cleaning at the end of each session |
| Children’s and adult’s hygiene including sufficient hand washing facilities | * Additional, new outdoor hand washing stations at each entrance * Children to wash their hands regularly throughout the day * Review the guidance on hand cleaning and introduce hand washing songs for children * PPE, soap, anti-bac sprays, sanitizer, will be provided by Leapfrog Nursery School; it is staffs responsibility to inform management of shortages in good timings for us to reorder * Staff to ensure handwashing stations are regularly sanitized with fresh soap and water etc * Hand sanitiser available at different stations * Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing * Everyone encouraged not to touch their mouth, eyes and nose * Use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) * There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting |
| Toileting and Nappy changing | * Limit the number of children who use the toilet facilities at one time. * Toilets should be cleaned after each use * Limit the number of adults carrying out care routines in the toilet at any one time and wear normal protective wear used to carry out these routines. |
| Children becoming ill  Testing for Covid-19  Isolation periods | * If a child, whilst in our setting becomes unwell with symptoms of coronavirus (COVID-19) (a temperature, a new and consistent cough, or loss or change in normal taste and smell) parents/carers will be contacted and asked to collect the child. Parent/Carers will be advised to request a covid-19 test for their child, until a confirmed result is given the child will be asked not to return to the setting * If a child tests positive for covid-19 they will need to isolate from the setting for 10 days. If they test negative they can return to the setting once they are feeling well * If a child becomes ill during their nursery session with covid-19 symptoms an adult will accompany them in the named isolation area, parent/carers will be contacted and asked to collect their child, the staff member accompanying the child should wear a face mask and remain in the isolated area, with doors/windows open whilst awaiting the collection of the child. The adult should continue to provide care for the child prioritising the child’s emotional wellbeing * Parents to ensure they have provided the nursery with up to date contact information for themselves and others responsible for collecting their child * Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes. * If a child who has fallen ill in our care has tested positive, Staff and parent/carers of children who were in attendance will be notified as per track and trace and will have to self-isolate for 10 days. * Staff will continue to follow government guidance of isolation periods and testing processes before children and staff return back to work * Where a child or adult in our setting does test positive, staff will gather information on contact tracing, all parents, staff, if necessary other professionals or members of the church premises will be informed and advice will be given if isolation is required * If a child or staff member has tested positive the DfE, Local Public Health, Oftsed and our Local Authority will be notified, and the recommended procedures will be followed. |
| Confirmed Covid-19 Result | * In the case where due to a positive result in a child or member of staff we will always endeavour to keep the nursery open and continue to provide a service to those unaffected by isolation periods. * We will where possible borrow staff from other settings and/or use familiar bank staff to ensure we have adequate staffing levels. * During such times it may be that we do combine nursery rooms * In these unprecedented times we will endeavour to continue to upload photos and videos to your child’s individual tapestry accounts, however where this may not possible we will upload group observations/summaries as we understand the importance and purpose that this platform of communication plays for our parent/carers * In the unavoidable instance where we a forced to a nursery closure due to staffing shortages and your child is unaffected by the isolation period, if parents are deemed as critical care workers or your child is considered vulnerable as advised by the DFE and you have no other form of child care we will endeavour to provide a service in one of our other settings. |
| **Premises related matters**   * Water hygiene * Other groups * Ventilation * Cleaning | * **Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.** * **Communication regarding cleaning in between other groups using the setting.** * Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding) as much outdoor learning as possible to limit transmission. * **Church to have responsibility to ensure the premises, including halls, toilets, hallways/lobby areas and kitchen areas (where applicable) are fit for our use at the start of our session times** * **Staff will do their part to ensure the nursery premises is ready for other users at the end of our session times, by ensuring all COVID 19 cleaning regulations are maintained.  With the mutual understanding that upon our return the same can be expected for us.  If it seems that this is not being adhered to either by those responsible, other users, cleaning companies or church wardens we will be discussing whether during the covid-19 pandemic especially during tier 4 restrictions if it is appropriate to continue to have shared use of the premises during our weekly sessions.** * If adequate cleaning of the premises is not upheld by the church, staff will have a duty to inform the management team who will discuss with the church wardens. Duty staff will have responsibility to ensure that the environment is fit for use before children attend |

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