



Risk Assessment – Coronavirus (COVID – 19)

<u>Hazard/Risk</u>	<u>Level of Risk</u>	<u>Measures to be Taken</u>	<u>Reviewed Level of Risk</u>
1. All Staff	H	<ul style="list-style-type: none"> • Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing • Clinically vulnerable individuals, who are at higher risk of severe illness will need to take extra care in observing social distancing and should be helped to work from home, either in their current or alternative role, where this is not possible an individual COVID-19 risk assessment will be carried out, prior to returning to work. Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the ‘clinically vulnerable’ section here: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing 	M/L



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		<ul style="list-style-type: none"> • In an emergency, for example, an accident or fire, people do not have to stay 2 meters apart if it would be unsafe. • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 	
<p>2. Nurseries: Parents, carers and visitors transmitting Coronavirus within the nursery, resulting in infection spreading inside the nursery.</p>	<p>H</p>	<ul style="list-style-type: none"> • Any parents, carers, or visitors, such as suppliers are not required to enter the Nurseries on either drop off or collection. The Nurseries will operate a one-way system with markers on the floor and signs for parents to wait before dropping their children into the garden areas/Nurseries. The systems will vary depending on the layout of the Nursery. • Upon dropping off and collecting, parents and children are to queue in the allocated one-way system. Once at the front of the queue parents are to wash their babies/child's hands using the portable sinks available. A self-care station will be positioned with hand sanitiser, antibacterial spray, paper towels, tissues and a bin. Where hand washing stations are not available, the self-care station will be available. Staff will wash children's hands straight away, on entry to the nursery setting. • Walking children are recommended to walk through the gates with their bags and coats on towards the designated member of staff. Non-walking children could be placed in a designated safe and secure area by the gate to limit any parent and staff contact. Younger non-walking children can be passed to the designated member of staff if they become upset. The staff member is then to thoroughly wash their hands after. • Upon collection staff will bring children to the dropping off and collection area with their personal belongings. Walking children will be encouraged to walk to their parents. Younger children will be encouraged to carry out the same practice as the morning routine. Parents are to collect their children promptly and in accordance with their child's booking pattern. Staff will prepare and organise groups of children to play in certain areas of each Nursery in preparation for parents collecting. 	<p>L</p>



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		<ul style="list-style-type: none"> • We recommend only 1 parent to collect their child/ren from the Nursery to prevent larger groupings • Handovers will be limited to reduce contact between staff and parents. Woodland House Group has developed Care Diaries to replace the communication books that are currently in place. Other communication channels include nursery email or telephone for further information about their child’s day. • The Care Diary will be available on Tapestry at the end of the child’s day. The Tapestry account will need to be accessed through a web browser as it is not compatible with the Tapestry App. • Under no circumstances will any child, parent, carer, staff member or visitor be permitted to enter the premises if they are displaying any symptoms of Coronavirus (COVID-19). • Delivery drivers will not be permitted to enter the building. All delivery orders are to be redirected to the main office to reduce any risk of infection • Deliveries from our catering team will be placed in a designated area outside of each Nursery for the Nursery Managers to collect. • Show rounds will not take place in person within the building, until further notice. Information can be found on the nursery website page including video’s of the nursery. Any paperwork for registering a child is to be carried out via email and Tapestry. Settle sessions will take place in an outdoor space, with social distancing measures in place between staff and parent. Any resources/toys being used with the settle session must be cleaned thoroughly after use. • A record will be kept of all attendees and given to WCC weekly. 	
3. Nurseries:	H	<ul style="list-style-type: none"> • Educational trips on coaches, workshops or gatherings will not take place whilst under the current 	L



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<p>Coronavirus spreading between groups of children and staff within the Nursery</p>		<p>Government Guidelines. This includes Parent Evenings, productions or stay and play sessions.</p> <ul style="list-style-type: none">• Each Room will be reviewed, once a week, in relation to the number of children and staff allocated in the space to ensure social distancing can be optimised. This will be in accordance with the statutory framework and any further advice we receive from Ofsted. This will constantly be under review by Senior Managers.• Outdoor space will be utilised for all ages of children, ensuring smaller groups of children are in a larger space. Managers and Senior Nursery staff will ensure all areas of the Nursery are deployed appropriately and fully utilised. Children will remain indoors for sleep and nappy changes. Mealtimes will take place outdoors if there is a designated eating area outside and the weather allows them to do so.• The Key Person’s approach will be streamlined resulting in ‘bubbles of children and staff’. A consistent member of staff will be allocated to a group/bubble of children. This will help to reduce the risk of infection and transmitting germs between rooms. Careful planning and monitoring will be managed to minimise the movement of staff across the nursery rooms. Specific staff/managers will be allocated to cover lunch breaks, comfort breaks and room support for each group of children. This will ensure consistent adults and children, within their groups, throughout the week. Guidance released on Monday 25th May recommended bubbles of children between 8-16 children. The Nursery Manager will plan and prepare each group of children and use the space of the nursery accordingly.• Tables will be spaced accordingly at mealtimes to ensure the children are at a safe distance. This will be determined by the number of children within each base room at one time.• Limit the number of children visiting the bathroom and only one child to have their nappy changed at one time.• Toy cleaning rota will be updated on a daily basis. Each room used throughout the day, will be cleaned thoroughly at the end of each day, after the last child has left. The resources will be	
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		<p>minimised and then rotated to ensure cleaning is maintained at the highest standard. Consistent cleaning throughout the day in all areas of the nursery will continue, this includes in bathrooms, communal areas and door handles.</p> <ul style="list-style-type: none">• Our 'Sleeping Children' policy will continue to be implemented in the normal way, with the addition of children's beds being spaced at least 1 meter apart with children continuing to sleep 'top to toe', and therefore 2 meters between heads.• Our already robust laundry system will continue to be implemented for sleep sheets and flannels.• Staff and children will ensure they wash their hands with soap and water for 20 seconds frequently throughout the day to stop the risk of spreading the virus. All handwashing will be carried out under close supervision.• Hand sanitiser will be made available in all base rooms, bathrooms, communal areas and parent self-care stations.• Children and staff will be encouraged not to touch their faces, as well as using a tissue or elbow to cough or sneeze and use bins for tissue waste. Tissues will be provided around the Nursery for staff and children to use. If staff or children require a tissue, then handwashing must be carried out prior to this.• Any items from home such as food bags for under ones or medication bottles will be wiped down before placing them in the fridge or medication basket.• Staff will be required to thoroughly wash their hands upon arrival and will use hand sanitiser when moving between different areas of the nursery.• Staggered staff lunch times and break times will ensure a minimal number of adults in each staff	
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		<p>room.</p> <ul style="list-style-type: none"> • Staff are advised not to bring mobile phones into Nursery, if mobile phones are brought into Nursery the current collective storage of staff mobiles will be changed to limited the risk of infection. • Remote / online (internal and external) meetings and updates will be used where possible. Where meetings do take place, participants should attend and maintain 2 metre separation throughout, an empty seat between each person will maintain the required distance. Outdoor meetings are also encouraged and staff should remain in their bubbles, where possible. • Staff to carry out 20 seconds of hand washing prior to changing a child’s nappy or assisting a child in the bathroom. Disposable gloves are to be worn by staff throughout the duration and further handwashing of 20 seconds to be carried out after. Babies and children to also wash their hand thoroughly for 20 seconds afterwards. • Staff to continue to wear a white apron at every nappy change and during personal care practice in the bathrooms with children. • Thorough handwashing followed by gloves being worn during mealtimes for those members of staff serving and handling food. Tongs should be used where possible for finger foods in addition to gloves. • Our usual contract cleaning will continue to take place at each Nursery during the course of the week, once the Nursery has closed. Deep cleans will continue at the weekend. Additional terms have been agreed with our contract cleaners to ensure social distancing is adhered to, designated cleaning items for each nursery which will be kept on site and will wear their own PPE within the Nursery. • Current Government guidance states that face masks are not recommended for the Early Years sector. It states that face coverings may be beneficial for short periods indoors where there is a risk 	
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		<p>of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.</p>	
<p>4. Nurseries: Children spreading the virus through activities and play</p>	<p>H</p>	<ul style="list-style-type: none"> • Messy play, shared activities and self-service is restricted to limit the spread of any infectious diseases including Covid-19. Messy play, including playdough, will be made fresh on site for each group/bubble of children. Once finished, the messy play will be discarded after use on the same day. • Planned activities will continue to be individually risk assessed on the daily planning sheets by each Key Person. • Children will be able to access activities on tables, surfaces and floors but will be positioned so that children have space to play in a safe environment. • During normal practices self-service involves older children pouring their own drinks and placing their used cups into a labelled basket. This will cease with immediate effect and drinks will be provided as usual at mealtimes but also sporadically throughout the day. Older children may ask an adult to pour their drink. • Baby rooms with soft furnishings will be evaluated and monitored throughout the day. Washing machines on site may be used to wash resources that can be machine cleaned. • All hard-surfaced resources will be cleaned after use by the staff and daily cleaner. Activities normally placed in large tufty spots may need to be arranged into smaller areas for individual children to access. • Small group circle times will take place in large areas where spots/mats can be used to ensure safe distance between children as they sit for short periods of time. 	<p>L</p>



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<p>5. Nurseries: Risk of children attending nursery with symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> • Prompt and accurate communication from parents to the Nursery regarding any symptoms displayed by children in their home. A phone call is to be made to the child’s Nursery Manager to discuss these symptoms or concerns prior to any further attendance. This includes any symptoms shown by any members of the household. A decision on the best course of action will be discussed and the Area Manager will be consulted. • Adhere to Nursery Policies and Procedures and discuss any concerns with the Nursery Manager. • Communicate any changes of baby routines with the Nursery Manager through email or a telephone call prior to the baby restarting. If possible, arrangement will be made for the parent to discuss these changes with the child’s Key Person over the phone. • If any members of the household travels abroad, to high risk destinations, and returns to the UK the Nursery Manager must be informed. This notification is critical as 14 days isolation period will commence for that individual. This will continue until further notice. • Where a child attends multiple settings, parents should consider minimising the risk and choose one setting for their child, where possible. This will ensure their bubble remains small. • Parents will be sent an ‘All about me – returning from lockdown’ form to complete before their child returns to the Nursery. Critical information from the responses will be used to help settle each child back into nursery meeting their individual needs. 	<p>M</p>
<p>6. Nurseries: Social distancing and Infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • If a parent/carer becomes ill during the day, at home or at work, another adult may have to collect on the parent’s behalf. This is in line with our ‘Arrival and Departure of Children’ policy - where a pre-agreed password should be used and a description (photograph if possible) of the adult collecting, 	<p>L</p>



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		<p>must be given to the Manager by the person with parental responsibility. Self-isolation must begin for the whole household.</p> <ul style="list-style-type: none">• Do not gather at entrances, and model social distancing so that children learn good practice.• The Parent fingerprint system has been disabled until further notice.• Slippers must be worn inside at all times with outdoor shoes being available for outdoor play. Parents are to provide their children with slippers to be left at Nursery and outdoor shoes which can be worn to and from Nursery each day. Staff are to also follow these guidelines.• Sun cream is to be applied by parents, in the morning at home, before attending Nursery during the summer months. Nursery staff will re-apply sun cream throughout the day if required. A new pair of disposable gloves will be worn for each child as sun cream is re-applied. Thorough Handwashing will take place prior and after sun cream has been re-applied.• Follow and maintain social distancing in accordance with dropping off and collection of children within Nursery. Use the available facilities provided on all occasions.• Communicate with the designated member of staff during morning handovers, to confirm that sun cream has been applied and their child is not displaying any symptoms.• Once children arrive back at home, after a day at Nursery, we advise thorough hand washing and a change of clothes. <ul style="list-style-type: none">• Children's Nursery Bags should include a range of weather appropriate clothes which will be kept in nursery. Once further changes of clothes are required, Nursery staff will send home the child's red bag. Any dirty clothes from Nursery will be placed into a disposable nappy sack and passed to the	
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		<p>parent upon collection. Slippers and sun hats should be brought to nursery on the first day of returning. These will remain at Nursery for the foreseeable future.</p> <ul style="list-style-type: none">• Toys from home will not be permitted in to the Nursery. Comforters are an essential part of security for young children and babies, however during the lead up to children returning an additional comforter could be introduced and this could be one that remains at Nursery to stop risk of infection from Nursery to home. If a child has a dummy as a comforter during the Nursery day, it is recommended that this stays on the premises in a suitable dummy pot. These will be sterilised regularly.• Our New Admissions policy is under review to ensure that we are limiting the contact between new parents and staff as well as children in the setting.• The Nursery website will be available to view videos of each setting for a virtual tour. In relation to settle sessions, our normal procedure will be evaluated and amended accordingly. Registration forms, 'all about me' documents and consent forms will be sent via email for new parents to complete prior to their child's first settle session.• Show rounds will not take place in person within the building, until further notice. Information can be found on the nursery website page including videos of the nursery. Any paperwork for registering a child is to be carried out via email and Tapestry. Settle sessions will take place in an outdoor space, with social distancing measures in place between staff and parent. Any resources/toys being used with the settle session must be cleaned thoroughly after use.• Signs and posters will be in certain locations around the nursery and external areas to remind all adults on social distancing messages and the importance of handwashing.• Staff will refrain from contact such as handshakes or high fives.• Staff will wear clean fresh clothes each day when working within the nursery.	
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<p>7. Nurseries: Child/staff member showing symptoms</p>	<p>M</p>	<ul style="list-style-type: none"> • Designated Isolation Point to be used for a member of staff or child who is symptomatic. This point will be thoroughly cleaned after use. The member of staff will be an adult from their bubble. • Appropriate PPE will be located at this point and will be disposed (double bagged) immediately after use and will be stored for 72 hours in a designated area, or earlier if the symptomatic, person's test is negative. • All forms of communication will be through a Walkie Talkie. No other person is to enter the Isolation Point unless emergency First Aid is needed. • Family to call NHS 111 and follow recommendations. • Calpol will not be given during this time as the symptoms can be masked. However, if a child has a particularly high temperature for their age e.g. over 38 in a baby under 12 months or 38.5 degrees for an older child, a phone call will be made and permission to administer Calpol will be sought. • If a child/staff develops symptoms, then they must self-isolate for 7 days unless a test confirms negative and then they may return to nursery. The remaining members of the household will need to self-isolate for 14 days, unless the test is negative. • All children who has come into contact with another person, with a positive test, will be notified and informed to isolate for 14 days, or 7 days from the onset of the virus, if they develop their own symptoms. • If a member of staff is informed that a child/colleagues has a positive test then they must isolate for 14 days, or 7 days if they develop symptoms. The members of their household do not need to self-isolate under the 14 day guidance but will need to self-isolate if the staff member develops 	<p>L</p>
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		<p>symptoms.</p> <ul style="list-style-type: none"> • All staff and children, including their families can now eligible for testing if they develop symptoms. • The current government advice states that staff members can continue to work unless they show symptoms themselves. • If the isolation point has been used, a thorough deep clean must take place immediately after use, whilst the member of staff wears the correct PPE. Isolation points will be cleaned every 72 hours, regardless of whether they have been required to be used. • Where the child or staff member develops symptoms and tests negative for coronavirus, they can return to their setting and the fellow household members can end their self-isolation. • Although unlikely, If the child or staff member tests positive, we will inform all families whose child has come into contact with another child or staff member after a positive coronavirus test. The rest of their immediate group/bubble within their setting will be sent home and advised to self-isolate for 14 days. If symptoms appear within this 14 day isolation period, the household will be eligible for testing. If a positive test – 7 days isolation rules apply, if it is a negative test then families can return back to nursery. Nursery must be informed of the test results. 	
<p>8. Head Office Staff transmitting Coronavirus in the office, resulting in the</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff should work from home where possible, this could be on irregular days throughout the week and applies to those job roles where work can be completed at home. 	<p>L</p>



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spread of infection		<ul style="list-style-type: none">• If staff are self-isolating, an assessment of work that can be completed at home will be carried out.• If 10 or more people are required to work in the office, then the use of additional office space (Bellway House) will be sought, to ensure social distancing can be maintained.• To help staff maintain two meters apart, desks (work stations) are side by side (two meters apart) or back to back. Where this isn't possible, a screen will be used to separate people from each other.• Desks (work stations) will be assigned to an individual, sharing will be kept to a minimum and where required will be shared in pairs and thoroughly cleaned before and after use.• All office staff will have use of a laptop and will not share laptops/computers.• Any shared equipment must be thoroughly cleaned before and after use, such as phones, desks, door handles, touch screen devices such as printers.• The frequency of hand washing and surface cleaning will be increased.• Hand sanitisers will be available at entry/exit points and in meeting rooms.• Arrival/departure times and lunch breaks will be staggered for those staff working in the office, to reduce crowding in and out of the workplace. Lunch/breaks outdoors in a safe place are encouraged.• Staff based in the office must only make necessary trips into the Nurseries, the commercial kitchen and other businesses and should maintain social distancing whilst off site.• Remote / online (internal and external) meetings will be used where possible, if meetings do take	
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		<p>place, only absolute necessary participants should attend and maintain 2 meter separation throughout, an empty seat between each person will maintain the required distance. Outdoor meetings are also encouraged.</p> <ul style="list-style-type: none"> • To avoid transmission during meetings, pens and other objects will not be shared. • Doors and windows will be open daily to encourage ventilation. • Delivery drivers must not enter the office. • Staff must wash their hands after handling deliveries. • Visitors will not be permitted into the building. • Toilets will be thoroughly cleaned each day and paper towels will be provided for hand drying. • Signs and posters to be used to build awareness of good hand-washing technique. • Staff showing COVID-19 symptoms – see section 7. 	
<p>9. Commercial Catering Kitchen Staff transmitting Coronavirus in the kitchen, resulting in</p>	<p>M</p>	<ul style="list-style-type: none"> • Uniform should only be worn at work. Staff should get changed into their uniform at work and change again before they leave. Uniform should be taken home in a sealed plastic bag and washed at a high temperature (above 40 degrees) after every shift. 	<p>L</p>



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<p>the spread of infection</p>	<ul style="list-style-type: none">• Work (catering) shoes, should be kept at work and must not go off the premises.• Changing areas should be thoroughly cleaned before and after use and used by one person at a time.• The use of lockers are available for staff to store their personal belongings. All personal belongings should be taken home each day, except work shoes.• Hand sanitisers will be available at entry/exit points.• Arrival/departure times and lunch breaks will be staggered for those staff working in the kitchen, to reduce crowding in and out of the workplace. Lunch/breaks outdoors in a safe place are encouraged.• Staff should work two meters apart where possible, where this isn't possible (if more than two staff are working in the kitchen), then staff should work side by side or back to back.• Continuing of high increased frequency of hand washing (in the hand washing sink only), including before and after handling food (hot) boxes.• Increased frequent cleaning of work areas and equipment between uses, using usual cleaning products.• Where possible packaged meals or similar will be provided.• Deliveries from the catering team will be placed in a designated area outside of each Nursery for the Nursery Managers to collect.• Catering staff required to make deliveries will change out of their uniform prior to driving.	
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		<ul style="list-style-type: none"> • Meal deliveries to Beoley First School should be dropped and collected from outside the main entrance. All food packaging used will be disposable and therefore not returned to the commercial kitchen. • Delivery drivers must not enter the kitchen and staff must wash their hands after handling deliveries. • Visitors will not be permitted into the building. • Signs and posters to be used to build awareness of good hand-washing technique. • Staff showing COVID-19 symptoms – see section 7. 	
<p>10. Maintenance Staff transmitting Coronavirus, resulting in the spread of infection</p>	<p>M/L</p>	<ul style="list-style-type: none"> • Vehicles will be thoroughly cleaned inside on a daily basis • Hand saniters will be available in each company vehicle. • Vehicle sharing will be kept to a minimum and where required will be shared in pairs and thoroughly cleaned before and after use. • Frequency of hand washing and cleaning of shared equipment to be increased and must be thoroughly cleaned before and after use. • Staff must wash their hands after handling deliveries. • Maintenance and routine jobs should be completed outside of Nursery operating hours. Staff must only make emergency trips into the Nurseries, when they are open. • Staff showing COVID-19 symptoms – see section 7. 	<p>L</p>



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When managing the risk of COVID-19, additional PPE (Personal Protective Equipment) beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you would normally face in the workplace and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. Working safely during COVID-19, guidance for employers, employees and the self-employed. 11th May 2020

Risk Assessment Key:

Likelihood of incident occurring as a result of risk	Severity of injury caused by risk	Overall level of risk
High (H)	H	H
H	M	H/M
H	L	M
Medium (M)	H	H
M	M	M
M	L	M/L
Low (L)	H	M
L	M	M/L
L	L	L

Date of issue: 21st May 2020

Review Date: 5th June 2020 - completed 1st June

Next Review Date 19th June 2020

Managing Director Name: _____ Signature: _____ Date: _____

Nursery / Team signatures and date on reverse – all employees to sign.