



This risk assessment has been written in line with the following government guidance:

- Actions for education and childcare settings to prepare for a wider opening from 1 June 2020
- COVID-19 Implementing protective measures in education and childcare settings
- Safe Working in Education, Childcare and Childrens Social Care
- Implementing protective measures in education and childcare settings
- Guidance for educational settings about COVID-19

In addition it has been written following the Devon County Council Guidance for Early Years Settings – Actions for re-opening 1st June 2020

Focus	Area of concern	Control measures.	In Place? Yes/No
Children	Attendance	<ul style="list-style-type: none">• Only children who are symptom free or have completed the required isolation period should attend. Parents will be asked on arrival if the child and family is well and if the child has had any medication already that day.	

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		<ul style="list-style-type: none">• Children who have been classed as 'clinically extremely vulnerable due to pre-existing medical conditions' have been advised to shield and they should continue to be supported at home as much as possible.	
	Physical distancing/ grouping	<ul style="list-style-type: none">• Children will be organised into rooms within the nursery. Where possible children and keyworkers will remain in the same small groups or 'bubbles' at all times each day, and different groups will not mix during the day, or on subsequent days.• However in the evenings Monkeys and Elephants will mix together to allow for appropriate staff ratios.• Care routines including provision of meals, nappy changing, and toileting will be within the space allocated to each group wherever possible• The use of communal internal spaces will be restricted as much as possible.• Bubbles to take turns using the toileting areas. Elephant children will be taken to the toilet and the adult ensure they are not mixing with giraffe children.• Outdoor spaces will be used by different 'groups' or 'bubbles' at different times of the day and cleaned in between groups. Each room will be allocated an area of the garden/ outdoor space.	



		<ul style="list-style-type: none">• Sleeping arrangements for children are to be kept to each bubble group and windows will be open for ventilation.	
	Wellbeing and education	<ul style="list-style-type: none">• Parents will be asked to complete an All About Me sheet to detail any changes to their child's routine, care needs and interests during the lock down period.• Children will 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 (https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)• Children will be given the physical touch and affection that they need for their emotional wellbeing by practitioners in their bubbles.• Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time.• Contact and mixing within the group will be reduced when possible by altering the environment. For example setting a play area for 2 children at opposite ends of the table rather than 4 next to each other. We do, however, recognize the need for children to play closely	



		with their friends and teachers and this will not be prevented within the bubbles.	
Workforce	Attendance	<ul style="list-style-type: none">• Back to work interviews conducted with staff to understand how they feel about returning to work, and any issues/concerns that need to be considered beforehand.• A Risk Assessment for vulnerable workers using the available form <u>Risk Assessment for Vulnerable Groups</u> will be completed.• Consideration will be given to limiting the number of staff in the provision at any one time to those required to care for the expected occupancy levels on any given day.• Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.• Practitioners will receive training regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.• Consideration will be given to staff's mental health and wellbeing and appropriate measures implemented such as supervisions and welfare checks.	



	Physical distancing/ grouping	<ul style="list-style-type: none"> • Wherever possible staff should remain with the small group of children who they are allocated to and not come into contact with other groups. • Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and using all available spaces. Only 2 people in the staff room at a time. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions will be conducted through virtual conferencing 	
	Training	<ul style="list-style-type: none"> • All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. 	
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child • Drop off and pick up limited to <u>1 parent per family.</u> • Drop off and pick up at the external room entrances to avoid parents entering the nursery unnecessarily and to aid social distancing. 	



		<ul style="list-style-type: none"> • When parents are waiting to drop off or collect their child, physical distancing will be maintained in a safe area 	
	Communications	<ul style="list-style-type: none"> • Parents will 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 and themselves 	
	Settling in sessions	<ul style="list-style-type: none"> • Home visits will not take place during this time. • Settling in sessions will take place with 1 parent and the keyworker in the nursery. • The settling in session will take place away from the other children. For example, in the base room whilst the other children are outside or outside whilst the other children are inside. • If the Weather does not allow for this settling in sessions will take place in the Parrot room with the child and the parent and the family worker. • Parents will be asked to wear a mask and the door or windows will be open. • The family worker will clean the parrot room after the stay and play session. • Settling in sessions will be reduced to 45 minutes max. 	



Visitors	Visits	<ul style="list-style-type: none">• Attendance to the setting will be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance, EHCP assessments etc.) Where essential visits are required these should be made outside of the usual nursery operational hours where possible and using our COVID-19 risk assessment procedures.• Show arounds will be via a virtual tour and a follow up phone call with the nursery manager at this time.	
Travel	Travel associated with setting operations	<ul style="list-style-type: none">• Wherever possible staff and parents should travel to the nursery alone, using their own transport.• If public transport is necessary, current guidance on the use of public transport must be followed.• Parents should not leave travel accessories including buggies, car seats, scooters in the setting premises, but rather in external buggy areas if necessary.• Outings from the setting into the local community are permitted at this time, however a risk assessment must be drawn up identifying how the group will remain socially distant from members of the public.	



Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the nursery • Children and staff members will be encouraged to wash their hands, for 20 seconds, frequently throughout the day 	
	Foot wear	<ul style="list-style-type: none"> • Staff and children will remove outdoor shoes on arrival at the setting. Indoor slippers will be encouraged. 	
	Cleaning	<ul style="list-style-type: none"> • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> will be followed • An enhanced cleaning schedule will be implemented which includes furniture, surfaces and children's toys and equipment. • Communal area, touch points and hand washing facilities must be cleaned and sanitized regularly throughout the day. • Play equipment will be washed or put away for 72 hours before being used by another group. 	
	Waste disposal	<ul style="list-style-type: none"> • All waste will be disposed of in a hygienic and safe manner • Tissues will be immediately disposed of and the bin emptied frequently throughout the day. Waste from possible cases, and from cleaning where possible cases have been, will be stored in a plastic waste bag, tied at the top and double bagged in a further waste bag. It will be stored 	



		safely and kept away from children. We will not put our waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. For more information see: <u>COVID-19: cleaning of non-healthcare settings guidance</u>	
	Laundry	<ul style="list-style-type: none"> • All items within the setting requiring laundering will be washed in line with NHS laundry guidelines • Items such as towels and bedding will not be shared by children. Sheets will be removed from the beds after each use and stored in a named bag/ box for each child. Inco sheets will be placed on top of the mattresses under the sheets to avoid contaminating the mattresses. Inco sheets will be stored with the child's bedding. Bedding will be washed at the end of each week. 	
	Learning and development activities.	<ul style="list-style-type: none"> • All learning activities will be risk assessed by practitioners but not necessarily in writing. Due consideration will be given to any adaptations to usual practice. 	
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE will 	



		<p>continue to be worn as normal for nappy changing and the administration of first aid</p> <ul style="list-style-type: none"> Wearing a face covering or face mask in schools or other education settings is not recommended. 	
	Food and water	<ul style="list-style-type: none"> Children will not share from communal plates of food at this time. Staff will place the requested food on to their plates using tongs. Staff will also pour the drinks to reduce the risk of transmission from a shared jug. Our nursery cook will prepare meals and snacks in the kitchen and bring to each room to reduce travel to and from the kitchen. Sharon will prepare morning snack and make sure tea is in each bubble before leaving of an evening. Our normal high standards of food hygiene procedures will be adhered to at all times. 	
Premises	Building	<ul style="list-style-type: none"> Where premises have been temporarily closed Health & Safety checks will be conducted prior to reopening including legionnaires checks where possible, all spaces should be well ventilated using natural ventilation (opening windows) 	
	Offices	<ul style="list-style-type: none"> Computers should be wiped with an anti bacterial wipe between use. 	



		<ul style="list-style-type: none">• Phones should be wiped with an anti bacterial wipe between use.• Where possible the offices should be used by only two staff members at a time. At all times social distancing measures should be adhered to.• We will not take cash payments at this time. All payments should be made electronically or at a bank.• Parents will be encouraged to make their administrative requests via phone call or email rather than going into the office.• Our parent room will not be in use during this time this is now been turned into an office working area	
	Resources	<ul style="list-style-type: none">• Children will not be permitted to bring items from home into the setting unless essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival• All resources required for play and learning experiences of children will be regularly washed and/or sterilized• Play equipment will be washed or put away for 72 hours before being used by another group.• Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly	



Supplies	Procurement & monitoring	<ul style="list-style-type: none">• We will ensure an adequate supply of essential supplies and have contingency plan in place to minimize the impact of any shortages of supplies.• 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 nursery. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.	
Responding to a suspected case		<ul style="list-style-type: none">• In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and asked to isolate at home in line with the NHS guidance• Whilst waiting for the child to be collected they will be isolated from others in the parent room., A window will be opened for ventilation.• The staff member responsible for the child during this time should be a staff member from their group.• Government guidance recommends that if a child becomes unwell with symptoms of coronavirus whilst at the settings and needs direct personal	



		<p>care until they return home, a fluid-resistant surgical mask, disposable gloves and a disposable apron will be also worn.</p> <ul style="list-style-type: none"> • The area will be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours. • The person responsible for cleaning the area will wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance 	
Safeguarding	Child protection	<ul style="list-style-type: none"> • Our Designated Safeguarding Lead or Deputy Designated Safeguarding Lead is always on site or if not then contactable. Paula Stone Harri Sharp, Sharon Crook. • We will continue to monitor children who have a social worker who are not attending. • Any additional safeguarding provision needed to support returning children (e.g. where new issues have arisen, or existing ones escalated) will be provided. • Continue to follow the statutory guidance, <u>Working Together to Safeguard Children</u>, <u>Keeping Children Safe in Education</u> and 	



		<p><u>Coronavirus (COVID -19) Safeguarding in schools, colleges and other provisions</u></p> <ul style="list-style-type: none">• Our safeguarding policies and procedures have been reviewed to ensure they are in line with current circumstances and continue to keep it updated as these circumstances evolve and change. A COVID-19 Annexe or Addendum may have been added. Staff are aware of the new policy and kept up to date if it is revised. The policy is also available to parents/carers on our website.	
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