

RISK ASSESSMENT FOR: FIRST PLACE NURSERIES		 
Establishment: EARLY YEARS	Assessment by: Management Team	Initial date: 19/05/20
Reviewed monthly by: Management	Directors Approval: YES	Date updated: 04/01/21

What are the hazards?	Who might be harmed and how?	What are you already doing?
Individual risk factors	Staff/ children	<p>All staff and children who have underlying health conditions to be discussed with the manager.</p> <p>Individual risk assessment completed.</p> <p>Ensure extremely vulnerable persons are shielding themselves following their specific medical advice.</p> <p>Existing individual risk assessments reviewed.</p> <p>Existing Individual Health care plans in place for children with any adaptations made as required.</p> <p>Clear message sent to parents that children should not be sent to the setting if unwell for both Covid-19 and any other illnesses/symptoms.</p>
Suspected case whilst working on site	Staff, Children, Visitors	<p>If a person displays symptoms - A high temperature or a new continuous cough, loss of taste and smell they should:</p> <p>Notify the Manager.</p> <p>Child or staff sent home immediately</p> <p>Children accompanied by their parent, whilst awaiting collection isolate child behind a closed door in an isolation room which all nurseries have allocated individually.</p> <p>Apply use of PPE in accordance with PHE medical advice whilst caring for child displaying symptoms awaiting collection.</p>

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		<p>Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected.</p> <p>They must then follow the guidance on self-isolation and not return to setting until their period of self-isolation has been completed.</p> <p>All staff aware of protocol for sick children.</p> <p>Testing As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the setting.</p> <p>https://www.hertfordshire.gov.uk/services/schools-and-education/information-for-childcare-providers/providers/process-for-suspected-or-confirmed-covid-case.aspx</p>
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing. Effective hygiene protocols</p>	<p>Staff, Children, Visitors</p>	<p>Children split into consistent groups with the same staff assigned to that group as reasonably possible.</p> <p>Where necessary reduction in numbers of children in rooms and on site.</p> <p>Review staff rotas and staff & child deployment to maximise use of space inside premises and outside.</p> <p>Where possible reduce physical contact situations</p> <p>No collective events, setting fairs, setting trips etc.</p> <p>Maintain supplies and provision of suitable levels of soap and paper towels. No use of non-disposable hand towels (e.g. terry towelling hand towels)</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds, on arrival to the setting and regularly throughout the day.</p> <p>Staff that move between rooms wash hands or use hand sanitiser when entering and leaving rooms.</p>

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		<p>Use alcohol hand gel, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p> <p>Ensure regular cleaning of the hand washing facilities and check soap and sanitiser levels.</p> <p>Tissues provided to be replenished as needed.</p> <p>Staff / children to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Staff to wash hands after wiping children's noses.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose, or mouth if their hands are not clean.</p> <p>All staff and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance</p>
Access to & egress from site	Staff, Children, Visitors	<p>Monitor setting access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Consider one-way traffic in external areas to drop children at nursery and return to car park.</p> <p>One parent/carer to enter the setting to drop off the child (and not bring older/younger siblings into the setting) Arrange to drop off with key person at entrance</p> <p>Communicate expectations to parents</p> <p>Visitors Only essential visitors are allowed onto the setting site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing on entry and adhere to any restrictions on accessing parts of the building stipulated by the setting.</p>

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		<p>All visitors to complete and sign a form confirming they have no coronavirus symptoms on entry.</p> <p>Out of hours visits for prospective parents will take place at 6pm once the nursery has closed, one parent only and they will be asked not to touch anything on their visit. All doors will be propped open.</p> <p>Signage in reception areas regarding good hygiene.</p> <p>Staff On arrival all staff are required to wash hands</p>
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Children, Visitors</p>	<p>Parents to ensure children have their own water bottles in setting (Pre-school water bottles are provided)</p> <p>Maintain washing of all cutlery, plates etc in high temperatures or use disposable cutlery and plates where possible.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources Where young children mouth toys, sterilise immediately</p> <p>Re-plan activities to avoid shared resources.</p> <p>Avoid working with materials that are shared in a way that may aid transmission, e.g. play dough</p> <p>Messy play can be used under supervision and in individual trays, staff to ensure materials are disposed of after each use and trays are sterilised.</p> <p>Routinely wash toys such as 'duplo', construction materials, role play equipment</p> <p>Limit the number of resources available to enable a regular cleaning cycle.</p> <p>Use board books for under twos that can be wiped clean regularly</p> <p>Daily 'damp dust' all surfaces before the children arrive including areas contact areas in activity zones.</p>

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Proximity of children/staff		<p>Review staff rotas and deployment to maximise use of space in the premises and the use of the outdoor space. Where necessary reduction in numbers of children in rooms and on site.</p> <p>Staff are to maintain a safe distance between each other (2 metres) where possible</p> <p>Based on the size of each room, determine how many staff can use it at any one time to maintain social distancing</p> <p>Where possible reduce physical contact situations – adhere to stringent hygiene practice when caring for under twos (bottle feeding, comforting) follow PPE advice for personal care, direct care to babies etc.</p> <p>Space children at activities and in sleep areas in an age appropriate way</p> <p>Rooms to be kept as well ventilated as possible (opening windows)</p> <p>Limit the number of staff and children in each room/area.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these take place in larger areas to maintain 2M distancing / via electronic means (Microsoft Teams etc).</p> <p>Stairs / corridors Procedures in place to maintain a suitable distance when using stairs</p> <p>Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs)</p> <p>Stagger use and numbers using circulation spaces at the same time.</p> <p>Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Toilets Restrict the number of children using toilet facilities at any one time</p>

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		<p>Enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Nappy changing facilities – ensure area is fully cleaned down between each child; secure disposal of nappy (tied and binned) use of disposable gloves and apron - see</p>
Snack and Meal times		<p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Food to be served to children to limit contact & cross contamination through shared use of serving spoons/utensils</p> <p>Use of individual plates for snack time and all surfaces wiped down before next child uses the area</p> <p>Rolling snack staffed all the time to ensure hygiene practices adhered to</p> <p>Food operators continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>All waste disposed of immediately. All areas, including highchairs used for eating must be thoroughly cleaned at the end of each meal time</p> <p>All persons should be kept as far apart as possible whilst eating</p>
Travel off site	Staff, Children	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p>

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		Avoid use of shared buggies/push chairs – when used apply full cleaning procedures as noted below after each use
Cleaning	Staff, Children, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. door handles, taps, flush handles, toilet door handles, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Biozone machines used regularly in all nurseries to assist in helping to eliminate Coronavirus</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. Including cots, highchairs and ‘bouncy’ chairs between use</p> <p>Bedding stored & labelled for individual use, washed daily where possible.</p> <p>Remove soft toys and limit use of toys which are hard to clean wash toys after use</p> <p>For disinfection use a chlorine-based cleaner (1000 ppm free chlorine) see PHE advice COVID-19: cleaning of non-healthcare settings guidance and use disposable cloths / mop heads etc.</p> <p>(Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed)</p> <p>Hand towels and hand wash are to be checked and replaced as needed by staff.</p> <p>Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the setting are to be used.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron

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		<ul style="list-style-type: none"> • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>If contract cleaners are used obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>
Contractors	Staff, Children, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the setting are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Seek confirmation of their method statement / risk assessment.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others.</p> <p>All contractors are to wash their hands or use alcohol-based hand gel upon entering the site and sign and complete a form to confirm they have no coronavirus symptoms.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p>
Lack of awareness of PHE / setting controls	Staff, Children, Visitors	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>
Provision of first aid	Staff, Children, Visitors, Contractors	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Trained Paediatric First aider available daily for all ages. Minimum 90% of staff are qualified first aiders.</p>
Provision of intimate care	Staff, Children/ wider contacts	<p>Potential for additional PPE to be required for intimate care to be risk assessed to be based on nature of task and level of contact</p> <p>For nappy changing, personal care, feeding babies etc PPE requirements disposable apron, gloves</p>

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	Spread of COVID 19	<p>Should a child become unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A disposable apron, gloves and face mask (fluid resistant surgical mask) to be worn.</p> <p>Babysitting is still not currently permitted. This will be reviewed again in April 2021.</p> <p>Parents must wear a face covering when dropping off and collecting their children. Those who have an age, health, or disability reason for not wearing a face covering will not be questioned.</p> <p>Staff must wear a visor/mask when answering the door at drop off/collection times, out of hours tours, new starter visits.</p>
Emergency procedures (Fire alarm activations etc)	Staff, Children, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable.</p> <p>Early years children will be supported to evacuate</p> <p>Setting fire evacuation procedures reviewed to support social distancing guidance where possible in and age and stage appropriate manner, including use of designated place of safety</p>
Deliveries & Waste collection.	Staff, Children, Delivery drivers, Waste collection operatives	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>
Staffing levels		<p>Decisions on staffing levels made dependent on numbers / needs of children present in setting.</p> <p>Ratios may be impacted if staff are forced to self-isolate and as per government guidance, in the unfortunate situation we may need to inform parents of our youngest children that they may not be able to attend nursery.</p> <p>Reasonable endeavours made to ensure that at least half of staff (excluding the manager) hold at least a full and relevant level 2 qualification to meet staff to child ratio requirements, but this is not a legal requirement.</p>
Premises safety	Staff, /Children Wider safeguarding / safety risks	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p>

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		Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)

Further guidance can be found on the Government website