



## Elim (Childcare & Education) Risk Assessment Roundabout Nursery

<b>Risk Assessment Title:</b>	<b>Covid-19 precautions</b>
<b>Date of Assessment</b>	<b>May 2020</b>
<b>Assessed By</b>	<b>Amy Relf</b>
<b>Review Date</b>	<b>June 2020 (weekly until July 2020, then review)</b>

Hazard identified	Risk	Person affected by risk	Likelihood of occurrence	Severity of harm	Overall risk	Control measures	risk after control measures put in	Further action required
Risk of transmission of covid-19 via contact								
Groups of people in close proximity in learning spaces	Children and adults mixing in larger groups provides more opportunity for the spread of the illness especially in the asymptomatic phase.	Staff, children & wider families	High	High	High	<ul style="list-style-type: none"> <li>Children are separated into smaller groups (bubbles) which are socially distanced from other setting bubbles. Pre – School can have a maximum of 15 children in the room we only have 13/14 booked in. PS have use of outside area and Tiny tots' room which we can use to divide children throughout the day even more creating more space.</li> <li>Children grouped with consistent staff 4 week rota complete with the same staff.</li> <li>Toddlers &amp; Tiny's to Join in June due to low numbers (6/7) Toddlers have the use of 4 separate areas (Group room, Main space, carpet side and outside)</li> <li>Outdoor spaces are used as part of the learning environment as frequently as possible.</li> <li>Children will wash their hands each time they enter their bubble base – following the 20 second guidance</li> <li>Good respiratory hygiene to be promoted through 'catch it-bin it-kill it'</li> <li>Items brought from home (toys etc) are not permitted to be brought into the nursery, however comforters will be accepted (dummy, blanket)</li> </ul>	Medium	Staff/children displaying symptoms should not be in the setting (see specific guidance)
Children in close proximity during mealtimes.	Children mixing in larger groups provides more opportunity for the spread of the illness	Staff, children	High	High	High	<ul style="list-style-type: none"> <li>Children will eat all meals and snacks in their bubble base.</li> <li>Children will eat well spaced out at the table. Children that are younger (Tinys) will be in highchairs.</li> <li>Rolling snack to be supervised and kept to a maximum of 2 children at a time in the morning and afternoon</li> </ul>		



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Too many parents arriving at the same time to drop off or collect children.	Risk of contamination	Staff, children & wider families	High	High	High	Parents to wait outside the front of the nursery building in the specified area to drop off & collect their child (2 meters apart, markers will be put down) we ask that all parents arrive for 8.30am when 3 glass doors will open. Staff will call the rooms one at a time. Parents & staff will complete the handover from 2 meters. If a child is upset upon arrival, then an allocated worker will meet parents at far end church glass door. The drop off and collect points will work as a one-way system. Signs will be displayed, and all parents notified about procedures. Once the children are coming through the glass door hand sanitiser will be offered and then we will all go the handwashing station. We will ask that all parents remain logged into the family app and keep checking throughout the day for updates/messages etc.to limit the contact time. Parents are also welcome to telephone throughout the day. Parents are to wait outside the front of the building remaining a safe distance and wait for the doors to be opened upon collection staff will then call parents one at a time to come up to the yellow 2-meter foot marker. We ask that only 1 parent comes to drop off and collect to avoid overcrowding. Buggies & car seats not stored on site at this time	Medium	All procedures to be communicated to staff & parents.  This procedure will be reviewed daily
Visitors to the setting	Visitors to the setting increases the number of people who have contact with the setting and increases the risk of virus transmission	Staff, children and wider families. Visitors	Medium	Medium	Medium	Visitors to the setting will not be permitted unless in an emergency situation or a separate risk assessment is conducted	Low	None required.
Prospective parent visits	Prospective parent visits increase the number of people who have contact with the setting and increases the risk of virus transmission	Staff, children and wider families. Prospective families	Medium	Medium	Medium	Prospective parents may, at the manager's discretion visit the setting outside of operational hours (4.15) They must adhere to hygiene practices outlined elsewhere (for all people in a setting) and social distancing between the member of staff conducting the tour and the prospective parents.	Low	None required.
Parent payments	Paper money is a porous surface and hotspot for germs. Contactless payments can not be taken as machine will drop connection outside.	Parents	Low	Low	Low	Parents to be encouraged to do online banking or call up and make a payment over the phone. Payment date has changed to the end of the month and not the 20 <sup>th</sup>	Low	None required.



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Deliveries to the setting	Visitors to the setting increases the number of people who have contact with the setting and increases the risk of virus transmission Parcels may have fomites of coronavirus on their surface	Delivery personnel, setting staff, children	Medium	Medium	Medium	Parcels are to be left at the front of the building. Staff member to observe social distancing when collecting & signing for parcels Parcels to be stored in a separate space away from children (Church) Staff members will spray the parcel with an antibacterial spray. Whoever unpacks the parcel is to wash hands with soap and water after disposing of the packaging	Low	Contactless delivery systems (i.e. no signing) to be used where possible. It may be necessary to quarantine parcels for a specified amount of time or disinfect packaging with soap & water.
Staff moving between areas to collect supplies & resources	Staff moving between areas & groups/bubbles increases the risk of transmission of the virus amongst a larger group of people	Staff, children & wider family	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Staff to ensure materials and resources required are prepared prior to the start of their shift</li> <li>Staff to wash/sanitise hands on entering a new area/bubble</li> <li>Supplies of first aid equipment, PPE, cleaning materials &amp; hand sanitiser to be kept in areas/bubbles and restocked as necessary</li> <li>Runner staff can deliver resources and materials required by staff calling through on a walkie talkie. This should be done by adhering to social distancing requirements.</li> </ul>	Low	None required
Staff grouping together in breaks	Staff grouping together, especially those from different bubbles, may transmit the virus into a different bubble than their own	Staff, children & wider family	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Staff should not group together at breaks or lunch times.</li> <li>Staff should use staff kitchen facilities one at a time.</li> <li>Break times will be staggered as much as possible.</li> <li>Staff should wash their hands on entering staff spaces and on returning to their bubbles</li> <li>Staff should cover their uniforms if leaving the setting during a break and should maintain social distancing during this time.</li> <li>It is recommended that staff bring food to work, rather than purchase it from local shops.</li> </ul>	Low	None required
Staff engaging in physical contact	Physical contact, hugs, handshakes etc could increase the risk of virus transmission, especially when mixing with staff from outside of their own bubble	Staff, children & wider family	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Staff should avoid physical contact such as hugs, handshakes, or pats on the back with each other, parents/carers and children from different bubbles.</li> <li>This should not extend to providing care and support for children in their own bubble.</li> </ul>	Low	None required



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Risk of transmission of covid-19 from those showing symptoms

Household members experiencing symptoms	Households where one member of that household is displaying symptoms are required to self-isolate	Staff, children & wider family	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Staff, &amp; parents to complete a health disclosure form agreeing to inform the setting if anyone in their household is self-isolating</li> <li>Staff and children from isolating households cannot attend the setting</li> </ul>	Low	None required
Child or staff member becomes unwell at nursery and has reason to believe they may have COVID-19?	If the child or staff member is displaying symptoms.	Staff, children	Medium	Medium	Medium	<p>They should be sent home to self-isolate for seven days.</p> <p>While waiting for someone to pick them up, we will find somewhere isolated for them to wait or somewhere which is at least two metres away from other people behind a closed door. We will ask them to try not to touch any surfaces and to cough or sneeze into a tissue should they need to. We will thoroughly clean the room after they have left using full PPE.</p> <p>Settings should be mindful of individual children's needs – for example, it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least two metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible</p>		



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Transmission of virus due to poor cleaning techniques	Coronavirus can live on surfaces for differing lengths of time, meaning there is an increased risk of virus transmission, especially where an area has been used by someone known to, or believed to be positive for the virus	Staff, children & wider families	High	High	High	<p>In addition to the measures outlined elsewhere:</p> <ul style="list-style-type: none"> <li>• Wear disposable or washing up gloves and aprons for cleaning.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm, soapy water.</li> <li>• Disinfect surfaces with cleaning products you would normally use</li> <li>• Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>• If an area is heavily contaminated (such as with visible body fluids) use protection for the eyes nose and mouth (e.g. face shields and masks) as well as gloves and aprons.</li> <li>• After cleaning the PPE items should be:             <ul style="list-style-type: none"> <li>○ Double bagged</li> <li>○ Stored securely for 72 hours</li> <li>○ Thrown away in normal waste disposal bins (outside of the setting)</li> <li>○ If possible this should be in a separate PPE bin (nappy bins if available)</li> </ul> </li> </ul> <p>Wash hands regularly with soap &amp; water for 20 seconds after removing gloves, aprons and other protection used whilst cleaning.</p>	Medium	Follow all other aspects of this risk assessment
Reducing the risk of transmission by good hygiene processes								
Transmission of coronavirus from hands	Corona virus can remain on the skin and transfer to all surfaces, once on the hands, it can easily enter the body through the eyes, nose mouth	Children, staff & wider families	High	High	High	<ul style="list-style-type: none"> <li>• Children will be supervised when washing hands</li> <li>• Hand washing activities will form part of the learning and development programme, Parents will also have access to resources on Family to do with children at home.</li> <li>• Children &amp; staff will wash their hands on entering the setting</li> <li>• Children and staff will wash their hands before and after all meals and snacks</li> <li>• Children and staff will wash hands after coughing, sneezing or yawning.</li> <li>• Hand sanitiser (minimum 65% alcohol) has been distributed for staff to use throughout the day. After 4 applications of hand sanitiser, hands must be washed with soap and water.</li> </ul>	Medium	Follow all other aspects of this risk assessment



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Transmission of corona virus from waste	Waste may consist of items at a high risk of containing corona virus cells	Staff, children & wider families	High	High	High	<ul style="list-style-type: none"> <li>All bins will have lids</li> <li>Bins is 'high risk areas' (e.g. kitchens and toilets) will be automatic or operated by pedal.</li> <li>Bins will be emptied regularly by a member of staff wearing appropriate PPE and disposed of outside of the building. Hands must be thoroughly washed on completion of the task.</li> </ul>	Medium	Follow all other aspects of this risk assessment
Transmission of virus on clothing	Corona virus cells may be present in clothing	Staff, children & wider families	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Staff must wear a clean uniform each day</li> <li>Uniform should be washed at a temperature of at least 60° with detergent, as soon as possible after use.</li> <li>Staff traveling to work by public transport should carry uniforms in a closed bag whilst traveling</li> <li>Children to wear clean clothes each day for nursery and clothes to be washed as above.</li> </ul>	Low	None required
Transmission of virus on Malleable materials & Children sharing toys & resorces	Corona virus can contaminate materials. Once on the hands, it can easily enter the body through the eyes, nose mouth.  Increased risk of transmission via fomites on surface of toys.	Staff & children	High	High	High	<ul style="list-style-type: none"> <li>Staff to remove malleable materials such as playdough &amp; sand to reduce cross contamination.</li> <li>Toys &amp; resources will be kept for use in a single bubble.</li> <li>Toys &amp; resources will be cleaned regularly (at least once per days and/or between sessions</li> <li>Water will be changed hourly/regularly and may use soap-based products as enhancements</li> <li>Children will wash their hands following the guidelines listed before &amp; after sand-based activities.</li> <li>If these restrictions cannot be managed within the setting, access to water play may be reduced (e.g. to specific times) or removed completely.</li> <li>Outdoor toys &amp; equipment will be cleaned with sanitiser between groups</li> </ul>		



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Transmission of corona virus from surfaces	Corona virus can remain on surfaces for differing periods, depending on the surface type.	Children, staff & wider families	High	High	High	<ul style="list-style-type: none"> <li>• A cleaning schedule will be used throughout the day and cleaning recorded</li> <li>• Daily checklist created (Jacy Calvert)</li> <li>• High traffic areas will be more regularly sanitised (several times a day) as will toilets and other areas where respiratory droplets are likely to settle.</li> <li>• Taps, toilet flushes, tables, cupboards, door handles, light switches</li> <li>• One member of staff will be designated each day to undertake cleaning and disinfecting on an hourly basis, although all staff are responsible for cleaning and disinfecting as they work.</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (due to intricate parts) will be removed.</li> <li>• Items that can be machine washed will be done on a daily basis (or between sessions) using detergent and Napisan, at a temperature of at least 60°C</li> <li>• Toys will be cleaned thoroughly each day; (or between sessions) the dishwasher may be used if appropriate.</li> <li>• Cleaning schedule &amp; records will be monitored by Jacy Calvert</li> <li>• Immediate cleaning will take place of blood and bodily fluids (appropriate PPE must be worn &amp; mask)</li> <li>• Single use cleaning materials should be disposed of safely (lidded bin and removed in line with further guidance)</li> <li>• Reusable cleaning materials should be laundered in line with reusable PPE laundering guidance.</li> <li>• A deep cleaning company has been retained to provide deep cleaning of the whole, or specific areas of the setting in the event of a corona virus outbreak in the setting.</li> </ul>	Medium	Follow all other aspects of this risk assessment
Transmission of virus when carrying out personal care	Providing personal care to a child requires close contact and may lead to an increased risk of virus transmission	Children, staff & wider families	High	High	High	<ul style="list-style-type: none"> <li>• Personal care will be carried out by a member of staff connected to the child's bubble</li> <li>• Appropriate PPE &amp; masks will be worn for the task being carried out and changed between children</li> <li>• Changing mats and stations will be cleaned and sanitised between each use</li> <li>• Waste will be double bagged and disposed of appropriately.</li> </ul>	Medium	Follow all other aspects of this risk assessment



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Transmission of virus on resources/ soft furnishings	Corona virus can remain on surfaces for differing periods, depending on the surface type.	Staff & children	High	High	High	<ul style="list-style-type: none"> <li>Staff to remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> </ul>	Medium	Jacy to look at resources and plan a list of low contamination risk activities.
Transmission of virus on paper/artwork/ parent letters	<p>Studies suggest that Covid 19 may persist on surfaces for a few hours or up to several days.</p> <p>"This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment)."</p>	Staff, children & families	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Parents will receive paperwork electronically.</li> <li>Children's artwork will be kept in their art files at the nursery rather than going home. We will photograph all the wonderful creations and send them on the child's electronic profile for parents/grandparents and children to see.</li> </ul>	Low	RL to make sure artwork is being stored.
Transmission of virus in the air	Corona virus cells may be present in the air	Staff, children & families	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Windows will be open as much as possible (where it is safe to do so)</li> <li>Activities will take place outside as much as possible.</li> </ul>	Low	Non required





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<p>Transmission of virus through food</p>	<p>No reported cases of COVID-19 have been linked to contamination of food. The main risk of transmission is from close contact with infected people. The advice to food businesses and consumers is to maintain good hygiene practices and to wash your hands regularly.</p>	<p>Staff, children &amp; families</p>	<p align="center">Low</p>	<p align="center">Low</p>	<p align="center">Low</p>	<ul style="list-style-type: none"> <li>• Only cold packed lunch type meals will be prepared. Staff all hold a relevant food safety qualification.</li> <li>• Normal fitness to work procedures operated in food businesses should ensure that infected workers do not handle food. <b>Staff should not work if they have any of the symptoms of COVID-19.</b> Should an infected worker handle food it is possible that they could introduce virus to the food they are working on, or onto surfaces within the food business, by coughing and sneezing, or through hand contact, unless they strictly follow good personal hygiene practices.</li> </ul> <p>These include:</p> <ul style="list-style-type: none"> <li>• proper hand hygiene</li> <li>• cough/cold hygiene practices</li> <li>• safe food practices</li> <li>• avoiding close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing</li> </ul>	<p align="center">Low</p>	
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Ensuring continuing compliance with the Early Years Statutory Framework								
Not having enough staff if they need to self-isolate	This could cause difficulties in the operation of the nursery. Also, number of qualified staff needed to ensure compliance	Staff & children	Low	Low	Low	<ul style="list-style-type: none"> <li>Half-staff team are returning on 4 days a week. Staff are aware this may change due to circumstances such as sickness, number increase. We also have another team on furlough that can return if needed also management are not in ratio and are rotated to work from home 3 days a week so could go in and cover.</li> <li>Amendments to the EYFS legislation have made some allowances to staffing qualifications: please refer to Statutory guidance: Early years foundation stage: coronavirus disapplication's (paragraphs 7.3-7.6)</li> <li>The ratio requirements remain the same</li> <li>Audit of staff availability carried out</li> <li>Settings will aim to ensure that the 'normal' qualification requirements are met within rooms &amp; bubbles, where this is not possible, the amended regulations will be followed.</li> <li>Where this is not possible: Children will be asked not to attend settings, starting with 'tier 3 children' parents will be given as much notice and information as possible</li> <li>Contingency plans in place to cover key staff and roles if needed</li> <li>Where settings have insufficient staff to operate, the local church leadership &amp; nominated individual must be informed of this as soon as it is known.</li> </ul>	Low	None required
Reducing the risk of transmission of covid-19 by the use of personal protective equipment								
PPE is not available when needed	Lack of PPE to perform specified tasks may increase the risk of virus transmission	Staff, children & wider families	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>A list of tasks and appropriate PPE required has been created to ensure apt use.</li> <li>Supply levels of PPE are kept high</li> <li>Daily monitoring of stock to ensure restocking can take place</li> <li>Ordering of PPE to be a priority of Jacy Calvert</li> <li>Local resilience forum to be contacted if normal procurement is not available</li> </ul>	Low	None required
Single use PPE is reused	Reuse of single use PPE could lead to further transmission of the virus	Staff, children & wider families	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Single use PPE should be disposed of immediately after use (in line with waste procedures)</li> <li>Single use PPE should not be reused</li> </ul>	Low	None required



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Reusable PPE is not laundered after use.	Reuse of reusable PPE that has not been laundered could lead to further transmission of the virus	Staff, children & wider families	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Reusable PPE should be removed after use and placed in the designated laundry area which is away from children and parents</li> <li>Reusable PPE should be washed at a temperature of at least 60° with detergent, as soon as possible after use.</li> </ul>	Low	None required
PPE is not worn	An increased risk of virus transmission may occur if PPE is not worn or worn inappropriately (including donning and doffing)	Staff, children & wider families	High	High	High	<ul style="list-style-type: none"> <li>The routine wearing of face coverings in an early years setting is not recommended</li> <li>Where PPE is required to be worn, it is outlined in a separate document &amp; must be used in accordance with instructions for use in order not to increase the risk of virus transmission</li> <li>The use of bubbles is to decrease the number of different individuals you come into contact with and reduce the risk of virus transmission</li> </ul>		
Reducing the risk of transmission by travelling safely to and from the setting								
Traveling on public transport	Traveling on public transport may not allow for appropriate social distancing to take place	Staff, children & wider families	High	High	High	<ul style="list-style-type: none"> <li>Where possible all staff and parents should walk, cycle or drive to the setting</li> <li>Any staff traveling to the setting should wear an appropriate face covering and follow government guidance on it's appropriate use.</li> <li>Staff must not travel to or from the setting in their uniform.</li> <li>Children to be encouraged to wear a coat/cardigan/zipped up top to the setting, which is removed prior to entering the setting.</li> </ul>	—	
Traveling to the setting	No matter the method of transport, travel to the setting may involve contact with those from a different household or bubble	Staff, children & wider families	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Staff advised not to car share to travel to and from work (unless in the same bubble)</li> <li>Staff, and parents/carers should be alert and socially distance where able.</li> <li>All staff &amp; children to wash hands when entering the setting.</li> </ul>	Low	None required



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Transmission of the virus due to shortages in required supplies (see also lack of PPE)								
Materials required to ensure high levels of hygiene are not available	Lack of cleaning materials, sanitiser and soap could lead to an outbreak of infection	Staff, children & wider families	High	High	High	<ul style="list-style-type: none"> <li>A list of supplies and appropriate stock levels is available</li> <li>Supply levels of cleaning materials, hand sanitiser and soap are kept high</li> <li>Daily monitoring of stock to ensure restocking can take place</li> <li>Ordering of supplies to be a priority of Jacy Calvert</li> <li>Support from the church and other community groups to be sought if supplies cannot be restocked.</li> </ul>	Low	None required
Maintaining appropriate contact with children not attending the setting at present								
Children not currently attending feeling isolated and excluded	Children not attending the setting currently, either due to isolating, vulnerability or the setting's inability to provide a space for them at this time may feel isolated and excluded.	Children and families	High	High	High	<ul style="list-style-type: none"> <li>Maintain regular contact with the child (through parents) by phone &amp; video calls and by the exchange of emails showing work and photographs</li> <li>Keep connected through Family updating children who are not in the setting with ideas of activities that could be completed at home.</li> <li>Be guided by the parents as to the amount of in setting contact wanted, as this could cause more distress</li> <li>Be mindful of social media posts to ensure inclusivity</li> </ul>	Medium	Consider 1:1 support & plans for families experiencing particular difficulties
Reducing the risk of transmission by the use of good communication								
Lack of knowledge leading to procedures not being implemented.	Where policies and procedures have been updated, introduced or revised, all stakeholders need to be made fully aware of the developments	Children, staff & wider families	High	High	High	<ul style="list-style-type: none"> <li>Use prepared staff notice boards for the sharing of information</li> <li>Staff meetings and training to be conducted virtually and online where possible</li> <li>Staff have been/will be briefed on Covid-19 symptoms and responses.</li> </ul>	Medium	Follow all other aspects of this risk assessment
Parents not aware of the changes in policies & procedures	Where policies and procedures have been updated, introduced or revised, all stakeholders need to be made fully aware of the developments	Children, staff & wider families	High	High	High	<ul style="list-style-type: none"> <li>Parents made aware of stricter guidelines around ill health &amp; attendance</li> <li>Parents/carers advised they must collect symptomatic children as soon as possible.</li> <li>Parents/Carers advised on notifying the setting if taken ill and of symptoms so that isolation advice can be adhered to.</li> <li>Parent letter written and shared with all stakeholders</li> <li>Clear expectations shared with all parents</li> </ul>	Medium	Follow all other aspects of this risk assessment



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Supporting the mental health and wellbeing of the setting community

During these unprecedented times, it is likely that the impact of the virus on mental health is significant	Staff	High	High	High	<ul style="list-style-type: none"> <li>• Staff will be informed of developments as early as possible</li> <li>• Information shared will be accurate, factual, as detailed as possible and shared in a timely manner</li> <li>• Training on new or revised procedures will be given</li> <li>• Staff can ask questions or raise concerns at formal and informal opportunities (i.e. through the staff what's app group)</li> <li>• Regular supervision sessions will continue either in person or virtually (maintaining social distancing where appropriate)</li> <li>• Access to mental health &amp; well being support shared with all staff</li> </ul>	Medium	Use individual action plans for staff experiencing mental health difficulties or high stress levels.
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Likelihood of occurrence, severity of harm and overall risk to be scored as Low, medium of high. If 'overall risk after control measures put in place' is not low, then further measures need to be put in place so risk reduces to low. This can be the action of staff when the activity is taking place, for example, appropriate supervision.

Management Signature: *Amy Relf*

**\*Having received a comprehensive and setting specific risk assessment for Roundabout nursery, I am happy, on behalf of Elim Foursquare Gospel Alliance to inform Ofsted of the intention to reopen on Monday 1<sup>st</sup> June with the temporary amendment to opening hours of 8:30-4pm.**

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