



Coronavirus Risk Assessment for the Preventing transmission of the virus

Holly Hill Children Nursery
Early Years Foundation Stage

Implementation date: 7/10/2020
Version 3

Assessed by: J Allport, J Smith
K Swales, I Carr, J Hurst

Task/Activity: COVID-19 Virus Prevention

Review date - In line with
Government updates

Signature 



The most up to date guidance and recommended risk control measures must be sourced directly from the GOV.UK website and used in conjunction with this risk assessment.

Information for staff, children, visitors and building user



Increased precautions in place to ensure effective prevention of the spread of illness

All users of the building are asked to follow the following guidance:

Do

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Always wash your hands when you leave or arrive at Nursery and your home.
- Use hand sanitiser gel if soap and water are not available.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straight away and wash your hands afterwards
- Avoid close contact with people who are unwell.



Don't

- X** Do not touch your eyes, nose or mouth if your hands are not clean.
- X** enter the nursery if you are feeling unwell or have been in close contact with any person who is unwell (staff and parents must contact the Nursery Management if they are in doubt).



Task	Hazard / environmental aspect description	Who is at risk from the hazard	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Fitness to come to the Nursery	Contact with persons who may have been exposed to coronavirus	Employees Children Contractors Visitors Students	<p>a) Anyone who has symptoms of Covid-19 will not be allowed in nursery. They must self isolate for 2 weeks or until they have a negative test result.</p> <p>b) Only those who are symptom free and or have completed the required isolation periods will be able to attend the nursery. Anyone worried about symptoms should use the www.gov.uk website for further information and guidance.</p> <p>c) Anyone who is suspected to have coronavirus is to self-isolate in accordance with the government guidance in force at the time.</p> <p>d) All children and young people eligible to attend education and childcare settings, and members of their households have access to testing if they display symptoms of coronavirus (COVID-19).</p> <p>e) Parents are to use iConnect or phone to inform the nursery that their child is ill/won't be attending their session.</p> <p>f) Staff are to ring nursery ASAP if they are unable to attend for their shift so that cover can be arranged immediately.</p> <p>g) Any child who has taken any form of paracetamol or ibuprofen will not be allowed into nursery for 48hours after symptoms have ended</p>	5	2	10	<p>Where employees have symptoms they must take a test as soon as possible and pass the results to the Nursery manager.</p> <p>Parents and Guardians are asked to have their children tested as quickly as possible and inform the nursery of the results.</p> <p>If a positive COVID-19, test is reported follow the Coronavirus positive test risk assessment.</p>



<p>Information for parents before leaving home to come to the nursery</p>	<p>Catching / Spreading the Virus</p>	<p>Employees Children Contractors Visitors Students</p>	<ul style="list-style-type: none"> a) Drop off and pick up of children is limited to 1 adult per family. b) No buggies/parents/siblings are to come into the nursery. If required, buggies can be folded by parents and put into black bin liner provided by the nursery. c) Children will be dropped off and collected from their designated door (Bean - Green, Tots - Pink, Babies - Blue). Staggered collection times may be used if required and parents will be informed d) Parents or guardians will not be able to come into the nursery - staff will be at the gate will encourage children to enter. e) Staff will use iConnect, phone, text or FaceBook to inform parents that their child is settled. f) All measures will be taken to minimise contact between the parent and other children and staff members. g) On collection parents are to wait outside their child's room's designated door practicing social distancing. One member of staff will bring the child out to parent. 				
<p>Travelling to and from the nursery</p>			<ul style="list-style-type: none"> a) Wherever possible staff, parents and children should travel to the nursery using their own transport, walking, bikes etc. b) Car sharing outside of family groups may be prevented by local restrictions. c) Anyone who has to use public transport must follow the Government guidance regarding wearing a face mask or covering and 				



			sanitising hands before and after using transport and where possible maintaining a social distance of 1+ metres.				
Staff arriving at the nursery	Catching / Spreading the Virus	Employees Students	<ul style="list-style-type: none"> a) Stay 2m apart while waiting to enter. b) On entering the building sanitise your hands using the sanitizer at the front door. c) Sign in. d) Change into your work clothes. e) Wash your hands thoroughly 				
Children arriving at the nursery	Catching / Spreading the Virus	Children	<ul style="list-style-type: none"> a) Staggered drop off times may be used if required and parents will be informed b) Parents are to wait outside their child's room's designated door (Bean - Green, Tots - Pink, Babies - Blue) practicing social distancing using the 2m markers on the fence. c) One member of staff will meet the child and adult. d) Staff will sign the child onto the register on the iPads on arrival. e) If children are upset or distressed staff will work with the parents to minimise the distress and handover the child. f) Staff will use iConnect, phone, text or FaceBook to inform parents as soon as their child is settled. g) Staff will supervise children washing their hands immediately on arrival. h) Enhanced cleaning of touch points in access and egress areas will take place by the staff. 				
Children leaving the			<ul style="list-style-type: none"> a) Staggered collection times may be used if required and parents will be informed. 				



nursery			<ul style="list-style-type: none"> b) Children will be collected from their designated door (Bean - Green, Tots - Pink, Babies - Blue). c) One member of staff will bring the child out. d) Staff/parents will sign the child out at departure. 				
Visitors to the premises	Catching / Spreading the Virus	Employees Children Contractors Visitors	<ul style="list-style-type: none"> a) There will be no non-essential visitors to the nursery.. b) Essential visitors will be by pre-arranged appointment only. c) Visitors will receive a copy of this risk assessment and Coronavirus declaration form to complete and return before the visit. d) Visitors will ring on arrival and wait by the gate not at the front door. e) Visitors will be required to wear a mask and follow the Covid secure precautions in place at the time. f) Any site deliveries will to be carefully managed in order to ensure social distancing measures are being complied with. 	5	2	10	
Day to day operations Managing classes	Catching / Spreading the Virus	Employees Children Contractors Visitors	<ul style="list-style-type: none"> a) Wherever possible, staff should remain with their allocated small group of children, the "bubble" of children and not come into contact with other groups or visit other rooms. b) Social distancing must be maintained during breaks and any shared areas must be cleaned before and after use. c) Resources must be in place in the rooms the night before. Only in exceptional circumstances staff may collect resources 				



			<p>from other rooms, these should be collected in a safe and socially distanced way. Resources are to be cleaned before transfer to another room. Staff should not leave a group of children with another member of staff to collect resources from elsewhere in nursery.</p> <p>d) Staff will plan activities for their group of children for the duration of that session under the direction of the teacher and/or room lead. Plans and timetables will be completed by the key workers and approved by the teacher/room lead each Wednesday PM for the following week. This allows staff to ensure they have a clear timetable of learning activities for their group.</p> <p>e) Children and staff will be encouraged to be outside as much as possible taking into consideration weather conditions and using the usual precautions for adverse hot or cold weather. Children will be expected to be dressed correctly for the weather and taken out as we would usually expect to do so in any weather.</p> <p>f) Staff should also dress appropriately for the weather and for indoors.</p>				
Handling of general materials	Coming into contact with packages (food, stationary, post)	Employees Children Contractors Visitors	<p>a) All existing non Covid risk assessments will be maintained and followed.</p> <p>b) There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>c) Staff must maintain good hygiene in line with</p>	5	1	5	



	deliveries) or items handled by persons who may have been exposed to coronavirus		<p>Holly Hill's food handling policy.</p> <p>d) Children's water bottles should not be shared and should be out of reach of children. Staff must, however, encourage children to regularly drink water and make their bottles available to the children throughout the day. Water bottles will be named with a removable disc tag and will be washed thoroughly daily in the dishwasher on a high temperature.</p>				
<p>Day to day operations</p> <p>Housekeeping</p> <p>Cleaning</p> <p>Handwashing</p> <p>Hygiene</p>	Catching / Spreading the Virus	<p>Employees</p> <p>Children</p> <p>Contractors</p> <p>Visitors</p>	<p>a) Staff will complete the COVID-19 Daily Management and Cleaning Checklist.</p> <p>b) Basic infection controls will be followed as recommended by the government:</p> <ol style="list-style-type: none"> Windows to be opened to allow ventilation. Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Messy play must be limited to small groups with each child having their own individual container which is washed and refreshed between children. Scissors, pens and pencils, paint brushes - very limited items available, must be wiped down regularly. Clean and disinfect frequently touched objects and surfaces using warm water, sponge/cloth and spray or anti-bacterial 	5	2	10	



			wipes. g. Clean the setting on a daily basis, including frequently touched surfaces (railings, lunch tables, equipment, doors and window handles, toys, play equipment).				
Day to day operations Handwashing Hygiene	Contracting and spreading of infection	Employees Children Contractors Visitors	<ul style="list-style-type: none"> a) Hand sanitiser to be available in all entrances and exits of buildings, near lunchrooms and toilets. room, entrances and exits of building. b) Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. c) Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. d) Do not touch your eyes, nose or mouth if your hands are not clean. e) Put used tissues in the bin straight away. f) Wash your hands with soap and water often - use hand sanitiser gel if soap and water are not available g) Try to avoid close contact with people who are unwell. h) Avoid, if possible, contractors on site during the day. If not ensure safe distancing and hygiene is practiced. i) Masks are not a requirement. The benefits are shown to be for those around the person wearing them to stop the travel distance of coughs/sneezes. If staff would prefer to wear them including homemade, agree the type with the manager. 	5	2	10	



<p>Welfare Hand-contact points</p>	<p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Employees Children Contractors Visitors</p>	<p>a) A daily/weekly rota will be shared with the staff to specify the areas they will be responsible for cleaning. In addition, there will be a cleaning list kept in the children's bathroom.</p> <p>b) Staff will complete a cleaning list every time they take a child to the bathroom, which includes cleaning the flush handle, toilet seat, child's sink and taps etc.</p> <p>c) Cleaning equipment will be stored in the bathroom for easy use.</p> <p>d) In each room, staff are to clean surfaces of units, radiator covers, lower walls, chairs, tables and resources regularly throughout the day and a more thorough clean at the end of the day as well as the rest of the building.</p> <p>The manager has a copy of the cleaning expectations and will go through this with staff during their induction.</p> <p><i>General cleaning guide:</i></p> <p>a) Toilets to have a regular supply of hot and cold water complete with soap and towels.</p> <p>b) Hand sanitiser available (where required).</p> <p>c) Kitchen area to have a safe supply of mains cold water.</p> <p>d) Hand-contact points cleaned regularly.</p> <p>e) Toilets and kitchen area to be regularly cleaned.</p>	<p>5</p>	<p>1</p>	<p>5</p>
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			<ul style="list-style-type: none"> f) Staff to implement controls to prevent overcrowding and ensure social distancing between adults. g) Clean and disinfect frequently touched surfaces throughout the day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. h) Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. i) Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces. j) Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. k) The whole building will be treated with a fogging disinfectant at least every 3 weeks and after anyone is sent home having had symptoms or a positive test has been reported. 				
Lunch and breaks going outside the setting eg to the shops	Contracting and spreading of infection	Employees Children Contractors Visitors	<ul style="list-style-type: none"> a) When leaving the site into public places eg to go for a walk, visit a shop, a different set of clothes must be worn by staff. b) Wash hands with soap / water before leaving and on return. c) Change back into nursery clothes. d) Outdoor clothes should be stored in plastic bags in a safe place /duckett. e) Staff advised to bring their own food to work. 	5	2	10	



			<p>f) Lunch and breaks staggered to minimise social gatherings. A maximum of three persons should use the staff room at any one time. Staff are to be given a designated changing area to ensure social distancing. After a member of staff has used the staff room, that member of staff will use the cleaning products available to clean the areas they have been in/touched. This must be done before leaving the area and before anyone else uses that same area.</p> <p>g) Students will be asked that they change into their uniforms when they arrive at Nursery, using the ladies toilets. Students are to use the old staff room for their lunch break and must adhere to social distancing rules. Students must also clean anything they have touched with the cleaning products provided.</p>				
General	Contracting and spreading of infection	Employees Children Contractors Visitors	<p>a) Community events/meetings are to be arranged on line/on the phone and will not be held in the nursery..</p> <p>b) Senior Leadership Team meetings will be arranged by the SLT via email and will take place by video call. Exceptionally in the nursery following social distancing rules and hygiene rules.</p> <p>c) Any training days that are held internally, at Nursery, will be done following social distancing and hygiene rules.</p> <p>d) Up-to-date emergency contact details will be held.</p>	5	2	10	



HOLLY HILL NURSERY

Nurturing your child

87 Holly Hill, Gateshead, NE10 9NQ Tel: [0191 495 0003](tel:01914950003)



Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



I have read and understood this risk assessment.

NAME & SIGNATURE	DATE