

## Coronavirus COVID-19 RISK ASSESSMENT

5 June 2020

<b>Risk being accessed:</b>	This risk assessment will assist The Green Door Nursery in preventing the transmission of Coronavirus (Covid-19)	
<b>Aim:</b>	To support the health and safety of all children, families, staff and visitors.	
<b>Risk assessment to be reviewed on:</b>	30.6.20 and as needed, in line with updates.	<b>Guidelines:</b>
<b>What are the main methods of limiting the transmission of Coronavirus (COVID-19) at The Green Door Nursery:</b>	Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices	<a href="#">Coronavirus (COVID-19): guidance for schools and other educational settings: Here</a>
	Infection prevention and control through regular cleaning practices	<a href="#">Actions for education and childcare settings to prepare for wider opening from 1 June 2020: Here</a>
	Infection prevention and control through minimising contact and mixing (social distancing)	<a href="#">COVID-19: cleaning in non-healthcare settings: Here</a>
	Infection prevention and control by responding to individuals who are unwell with Coronavirus symptoms and avoiding contact with anyone with symptom	<a href="#">Coronavirus (COVID-19): guidance for educational settings poster</a> <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> <a href="https://campaignresources.phe.gov.uk/schoolsMIND">https://campaignresources.phe.gov.uk/schoolsMIND</a> <a href="#">Coronavirus and your wellbeing</a> <a href="#">Guidance for the public on the mental health and wellbeing</a>

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<b>People at Risk:</b>	<p>Staff                      Visitors          Children                Contractors          Parents &amp; carers      Vulnerable groups</p> <p><i>Although children are at low risk of becoming infected they can be infected and may be capable of transmitting the virus to other, more vulnerable persons.</i></p>	<p><a href="#">aspects of Coronavirus (COVID-19)</a></p> <p><a href="#">Young minds child's mental health during the Coronavirus (COVID-19) pandemic</a></p>
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### 1. Frequent hand cleaning and good respiratory hygiene practices

What is the hazard: Risk of Covid-19 transmission through poor hygiene		
Control measures	What is being done to control this risk now?	Who is Responsible
Cleaning/ washing hands regularly	<p>Upon entry to the building staff, parents, carers, and visitors must use antibacterial hand gel available at entry and exit points. Children to wash hands at hand basin when first arriving at the nursery.</p> <p>Hand washing facilities with running water are in place and fully stocked with soap. Everyone reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly. All staff and children are inducted on how to hand wash effectively and for the correct duration.</p> <p>Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands before starting a new play activity and before and after eating.</p> <p>Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>We will remind everyone to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and throw the tissue straight away in the nearest hands free bin. Tissues will be available in every room and the bins emptied midday and end of day to ensure effective sanitation.</p> <p>Staff teams to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>We will provide learning opportunities for children to learn and practice good hygiene through games, songs and repetition. We will aid children's understanding of good hygiene by using age appropriate visuals.</p> <p>We will use signs and posters (for adults and children) to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue.</p>	<p>Senior duty manager ensure soap dispensers and antibacterial hand gels are full from the start of each day.</p> <p>Staff to direct everyone to use hand sanitiser upon entering the building.</p> <p>Procedures checks carried out by line managers.</p>



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### 3. Minimising contact and mixing (Social distancing)

What is the hazard: Risk of Covid-19 transmission through close contact with others		Who is Responsible
Controls	What is being done to control this risk now?	
Arrival and Departure	<p>We will use signage at entry points to remind parents, carers, children or any member of the household that if they have the symptoms of Covid-19 (high temperature; persistent cough or loss of taste and smell) they will not be allowed to leave their child at the setting.</p> <p>Arrival and departure times to be staggered by age groupings and rooms. Parents to be informed of their arrival and departure times and procedure for handover.</p> <p>Only one parent to wait on the drive at a time. Parent and carers not to enter the path until instructed.</p> <p>Younger children to be handed over with the aid of a buggy.</p> <p>Older children handover in the rear garden with one parent and one child at a time.</p> <p>Older children with younger siblings, follow the same procedure. The younger child to be handed over with the aid of a buggy at the Green Door. The older child to continue with the parent to the rear garden for handover and collect the empty buggy on their exit.</p> <p>Where parents and carers are waiting to drop off or collect their child we will remind them to adhere to social distance guidelines by only one parent on the drive at any one time.</p> <p>The parent on the drive will be asked to stand on the marker which will be at a 2 metre distance from the gate.</p> <p>Parents to form a queue on the pavement in the direction of 37, Belvoir Road and not along the Green Door Nursery front garden/ fencing.</p>	<p>All staff</p> <p>Parents</p>

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What is the hazard: Risk of Covid-19 transmission through close contact with others		Who is Responsible
Controls	What is being done to control this risk now?	
Small groups or 'bubbles'	<p>The children to be grouped in three bubbles according to age. Bubbles to be kept apart throughout the day and do not mix.</p> <p>Parents to be informed of their child's group/ bubble.</p> <p>Separation of each group is managed by use of designated rooms and stair gates between.</p> <p>Each group has two fixed play areas for their sole use.</p>	Room Leads
Lunches/ breaks	<p>Staff lunch and break times to be staggered with a maximum of two people at any one time in the staff room to allow for social distancing.</p> <p>Window and door open for ventilation.</p> <p>Where possible we will encourage staff to use the designated space outdoors for lunch and break times. The front garden is available.</p> <p>Children's lunch/break times will be held within their allocated rooms</p> <p>Antibacterial surface wipes to be used after use of high touch items within staff room, such as handles, microwave, and water machine.</p> <p>Staff to bring in their own plates, cutlery and cups. Disposable plates, cutlery and cups will also be available if needed.</p>	Room Leads

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What is the hazard: Risk of Covid-19 transmission through close contact with others		Who is Responsible
Controls	What is being done to control this risk now?	
Building/ premises	<p>We will limit the number of children who use toilet facilities at any one time to ensure that toilets do not become crowded. Only one group/ bubble to move through the Nursery at a time for use of children's bathroom</p> <p>Children's bathroom to be cleaned after each group use, as per the cleaning procedure. Staff toilet to be cleaned after each use, as per the cleaning procedure.</p> <p>Areas will be kept well ventilated by keeping windows and doors open with the use of stair gates.</p> <p>The Fire Risk Assessment changes to allow for evacuation of each group without mixing with two separate exit points where possible.</p> <p>The rear patio doors for the Pre-school groups. The main entrance or front door for the Younger groups</p> <p>If this is not possible then some staggered exit of each group through one exit may be implemented. While it may be possible to maintain some form of group segregation during the evacuation and at the assembly point, it must not be at the expense of slowing the evacuation.</p>	Room Leads
Meetings	<p>We will use remote working tools to avoid in-person and face to face meetings, e.g. using zoom conference calling to hold staff meeting</p> <p>Where meetings cannot be undertaken remotely, participants attending meetings will maintain a 2 metre separation throughout. Where possible we will hold meetings outdoors or in well-ventilated rooms.</p> <p>Everyone will be discouraged from hand shaking and general personal greetings.</p>	Management  All Staff  Parents
Visitors	<p>We will Stop all non-essential visitors from visiting the setting and, where possible use remote conference calling instead. Where visitors and contractors are required to visit on site they will be instructed to follow the control measures within this risk assessment.</p>	Visitors

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What is the hazard: Risk of Covid-19 transmission through close contact with others		Who is Responsible
Controls	What is being done to control this risk now?	
Play activities/ curriculum	<p>Where possible we will utilise our outdoor space by planning activities outdoors whenever possible. Children will continue to stay in their groups or 'bubbles' during outdoor play activities.</p> <p>Within the physical environment we will move chairs and tables further apart where possible.</p>	
Wellbeing	<p>Management will promote mental health &amp; wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help.</p>	

#### 4. Individuals who are unwell/avoiding contact with anyone with symptoms

What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell		Who is Responsible
Controls	What is being done to control this risk now?	
Recognising the symptoms of Coronavirus	<p>Ensure that all staff recognise the signs of Coronavirus.</p> <p>The most common symptoms of Coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees).</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></p>	All staff

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What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell		Who is Responsible
Controls	What is being done to control this risk now?	
Protective personal equipment (PPE)	<p>PPE should be worn by staff caring for a child who becomes unwell and while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>PPE is available as needed for all staff</p> <p>Induction on use of PPE has been given</p>	
An adult develops symptoms of Coronavirus whilst on the premises	<p>If an adult becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the staying at home guidance.</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or, cough and sneeze into the crook of their elbow.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol> <p>Staff are informed and updated with Government guidance and nursery sickness policy</p> <p>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of cross infection</p> <p>Full guidance on what to do if someone develops symptoms of Covid-19 can be found here: <a href="#">What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</a></p>	All Adults

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What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell		Who is Responsible
Controls	What is being done to control this risk now?	
<p>If a child develops symptoms of Coronavirus whilst on the premises</p>	<p>If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 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 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p><a href="#">What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</a></p>	<p>Room Leads</p> <p>Management</p> <p>Parents</p>

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What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell		Who is Responsible
Controls	What is being done to control this risk now?	
Response if a case of COVID-19 is confirmed at the setting	<p>Please refer to government guidance - Where a child, young person or staff member tests positive, the rest of their class/group within the setting will be sent home and advised to self-isolate for 14 days</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	
Testing and tracing	<p>Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. Please refer to the guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Room Leads</p> <p>Management</p> <p>Parents</p>