

## Bright Kids day nursery – Risk Assessment for COVID-19

Specific issues	Action/ including messages	Who	Control measures	Who	Review
Suspected case in nursery (staff or a child)	<ul style="list-style-type: none"> <li>Contact relevant agencies e.g. LA / Public Health England</li> <li>Deep clean core areas</li> <li>Inform staff</li> <li>reminders of hygiene</li> <li>Contact parents –</li> </ul>	NM DM BO	<b><u>Tissues:</u></b> Ensure adequate stock levels of tissues. Replenish as needed Stock checks	NM DM	As and when.
Confirmed case in a nursery	<ul style="list-style-type: none"> <li>Deep clean core areas</li> <li>Inform staff</li> <li>reminders of hygiene</li> <li>Contact parents –</li> <li>Contact Early Years obtain general information about the key next steps e.g. closure of a room / or nursery</li> </ul>	NC NM ALL NM NM DM	<b><u>Alcohol based gel:</u></b> Dispenser fitted in main entrance. Ensure dispensers and full from the start of each day Ensure adequate stock levels	BO  NM DM	As & When
Suspected case in a family	<ul style="list-style-type: none"> <li>Parents to ensure child washes hands before leaving the house.</li> <li>Child to wash hands immediately after coming into nursery.</li> <li>Increase monitoring of child.</li> <li>Parent to contact 111 and follow guidance.</li> </ul>	NP  STAFF  NM STAFF	<b><u>Monitoring daily any child or staff absence.</u></b>  Daily report to the Manager or number of absences and symptoms.	NM DM	DAILY
Confirmed case in a family	<ul style="list-style-type: none"> <li>Children in the family to remain at home for a fixed period of time.</li> </ul>	NC			As and when

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	<ul style="list-style-type: none"> <li>Deep clean of the classroom and nursery. Follow guidance provided by NHS.</li> </ul>		<p><b><u>Finding out about travel arrangements now and in the future of staff and Children:</u></b></p> <p>Newsletter: - Ask parents to inform us of any close family member who has returned from abroad within the last month</p> <p>Staff members to inform Manager of any travel arrangements to high risk areas including those of any close friends or family they have</p>	NM	As and When
Staff shortage	<ul style="list-style-type: none"> <li>Limit the number of children attending the nursery.</li> <li>Mix the groups where possible.</li> <li>Managers to cover the rooms</li> <li>Deploy staff to other room.</li> </ul>	<p>NM</p> <p>NM</p> <p>NM</p>	<p><b><u>Reducing contact point activities:</u></b></p> <p><b><u>Ensuring extremely high hygiene for any:</u></b></p> <ul style="list-style-type: none"> <li>Food making / tasting.</li> </ul> <p>Avoid any activity where you are passing items around a class.</p> <ul style="list-style-type: none"> <li>Circle time objects</li> <li>Artefact sharing</li> <li>Touching activities</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>Cease hand shaking of children and visitors –</li> <li>Cease and use of shared cups in class (e.g. using cups for water); replace</li> <li>with disposable cups; inform parents to ensure children have water bottles in nursery.</li> </ul>	<p>STAFF</p> <p>STAFF</p>	As and When

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Protection for most vulnerable children	<ul style="list-style-type: none"> <li>Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat.</li> <li>Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	NM DM	Good Personal Hygiene: <ul style="list-style-type: none"> <li>Parents to teach children the importance of washing hands.</li> <li>Staff will need to ensure they wash hands regularly using soap.</li> <li>Staff to ensure that children are supervised in the toilets at all times ensuring they wash their hands using soap.</li> <li>Staff to clean the toilet and sink handles using disinfectant after children have used it.</li> <li>Staff to ensure adults toilets are flushed and handles disinfected after use.</li> <li>staff to teach children hand washing techniques</li> <li>Children to wash hands before snack (classroom) and before eating dinner (classrooms)</li> <li>Information: - Distribute key information posters</li> </ul>	NP  STAFF  STAFF  STAFF  STAFF  NM	ONGOING
Staff with health issues (e.g. Heart, Asthma etc)	<ul style="list-style-type: none"> <li>Ask them to contact their GP to seek advice on their condition.</li> <li>Consider reducing working hours.</li> </ul>	STAFF			

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Staff with symptoms	<ul style="list-style-type: none"> <li>Stay at home; follow NHS 111 advice discuss with the Manager.</li> <li>Keep in contact with the nursery while isolating.</li> <li>Deep clean of the nursery</li> <li>Follow L.A Flow chart in reporting</li> </ul>	STAFF    NC			
Pregnant staff	<ul style="list-style-type: none"> <li>Ask them to contact their midwife to seek advice.</li> <li>Carry out risk assessment for pregnant staff.</li> </ul>	STAFF			
Kitchen	<ul style="list-style-type: none"> <li>Only cook is allowed to enter the kitchen.</li> <li>Staff will not enter the kitchen while the cook is using it.</li> <li>Only one staff from the baby room will use the kitchen to prepare milk.</li> <li>Cook will bring out the necessary things, meals and snacks and leave it in the trolley for the room to access.</li> <li>Cook will not enter the classrooms.</li> <li>If a member of staff needs something, they will wait outside the kitchen door.</li> </ul>	NC			

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Site cleanings	<ul style="list-style-type: none"> <li>Nursery cleaner will ensure deep cleaning is done at the end of every day.</li> <li>Nursery will provide all necessary cleaning material.</li> </ul>	NC BO	<p><b>Review of cleaning</b></p> <p>Meet with cleaning staff to review cleaning arrangement and make any necessary changes.</p> <p>Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?)</p> <p>Daily cleaning of classrooms (already in place)</p> <p>Preparations for deep cleans if necessary.</p>	NM NC	Monthly
Parents	<ul style="list-style-type: none"> <li>To wear face mask and gloves when dropping and collecting of children from the nursery.</li> <li>They will avoid entering the nursery where Possible. If they have to come into the will need to wear mask and gloves. Keep distance.</li> <li>All show arounds will be booked and Parents will need wear mask and gloves. Only one Parent is allowed at a time.</li> <li>They will not be able to enter the rooms.</li> </ul>	NP All staff	<p>Additional touch point cleaning daily. Handles and switches. tablets , computers etc to be cleaned regularly.</p> <p><b><u>Absence policy ;</u></b></p> <p>Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness – following Dept of Health Guidance)</p>	STAFF NM DM NC  NM	As and when
Social Distancing	<ul style="list-style-type: none"> <li>Staff must ensure they have social distancing in the nursery where possible. Strictly no physical contacts such as shaking</li> </ul>	All Staff NP	<p><b><u>Support for families affected;</u></b></p> <p>Communicate to parents and staff to contact nursery if they require support;</p>	NM	As and when

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	<p>hand or giving hugs. Limit the number of staff using the staff room at anyone time.</p> <ul style="list-style-type: none"> <li>• Remain distance from Parents.</li> <li>• No sharing of food or items brought from home.</li> <li>• If using public transport use a face covering and wear gloves. Do not commute in the same car with your colleagues.</li> <li>• Limit mixing the children in the nursery.</li> <li>• Sleep mats will be 1m apart.</li> <li>• Only one Parent will be allowed to drop and collect their child from the nursery. No other families are allowed. They must remain at the entrance door and buzz their child's room.</li> <li>• Front and back entrance will be used to minimise contacts with Parents.</li> </ul>	<p>All staff</p> <p>Staff</p> <p>NP</p> <p>All staff</p>	Regular contact with affected families and staff – wellbeing checks.		
Physical contact	<ul style="list-style-type: none"> <li>• Limit physical contact with children. If young babies are playing happily on the floor allow them. Do not pick them up unnecessarily. If they need cuddle give it to them but put them down once they've settled. Do not hold them unnecessarily unless they are distress.</li> <li>• Older children. keep them away from physical contact allow them to play independently. Unless they need support.</li> </ul>	<p>STAFF</p> <p>STAFF</p>	<p>Taking temperature of anyone in nursery who may begin to feel unwell: Purchase hand held non-contact thermometer.</p>	NM DM	As and when

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Equipment /laundry	<ul style="list-style-type: none"> <li>• All soft toys which cannot be washed must be removed. Toys used for the day must be washed at the end of the activity. Wipe down furniture daily.</li> <li>• All outdoor equipment must be washed daily.</li> <li>• All beds and face flannels must be washed daily using the government guidelines.</li> </ul>	STAFF  STAFF  STAFF			
Children's personal equipment	<ul style="list-style-type: none"> <li>• If children use dummies ask Parents to bring it in a little tub with a child's name written on it.</li> <li>• Bottles and beakers must have child's names and should be placed in a dish washer at the end of the day.</li> <li>• Children must not bring in toys from home including scooters. Car seats must be stored in the shed.</li> </ul>	NP  NP STAFF  NP STAFF			

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