



Health, safety and welfare

Risk assessment – Coronavirus (COVID-19)

30 December 2020

This risk assessment addresses those associated with coronavirus and provides details of the measures that can be put in place to control those risks for everyone in Little Rainbow nurseries. This risk assessment should be shared with staff and the parents/carers of the children.

Background

The government in the UK have said that scientific advice suggests that there is a moderate to high degree of confidence that the susceptibility to clinical disease [COVID-19] of younger children (typically until they become teenagers) is generally lower than for adults.

Who is at risk

All people in the setting. The measures outlined in this document also control the additional risks associated with people who have protected characteristics (as defined by the Equality Act 2010 and the guidance provided by the Department for Education regarding COVID-19) in as far as they apply to the setting communities.

Harm

The harm that can result from the virus SARS-CoV-2 is an acute respiratory illness called coronavirus (COVID-19). The initial main symptoms are usually high temperature, a new continuous dry cough (3 or more episodes in 24 hours) and a loss of sense of smell or taste – most people with coronavirus will have at least one of these symptoms. Urgent medical care may be needed as the complications of the illness can result in permanent disabilities or death.

Risk

The illness coronavirus, or COVID-19, (caused by the virus SARS-CoV-2) is a pandemic that represent a significant risk at Little Rainbow nurseries.

The virus is transmitted from one human to another either;

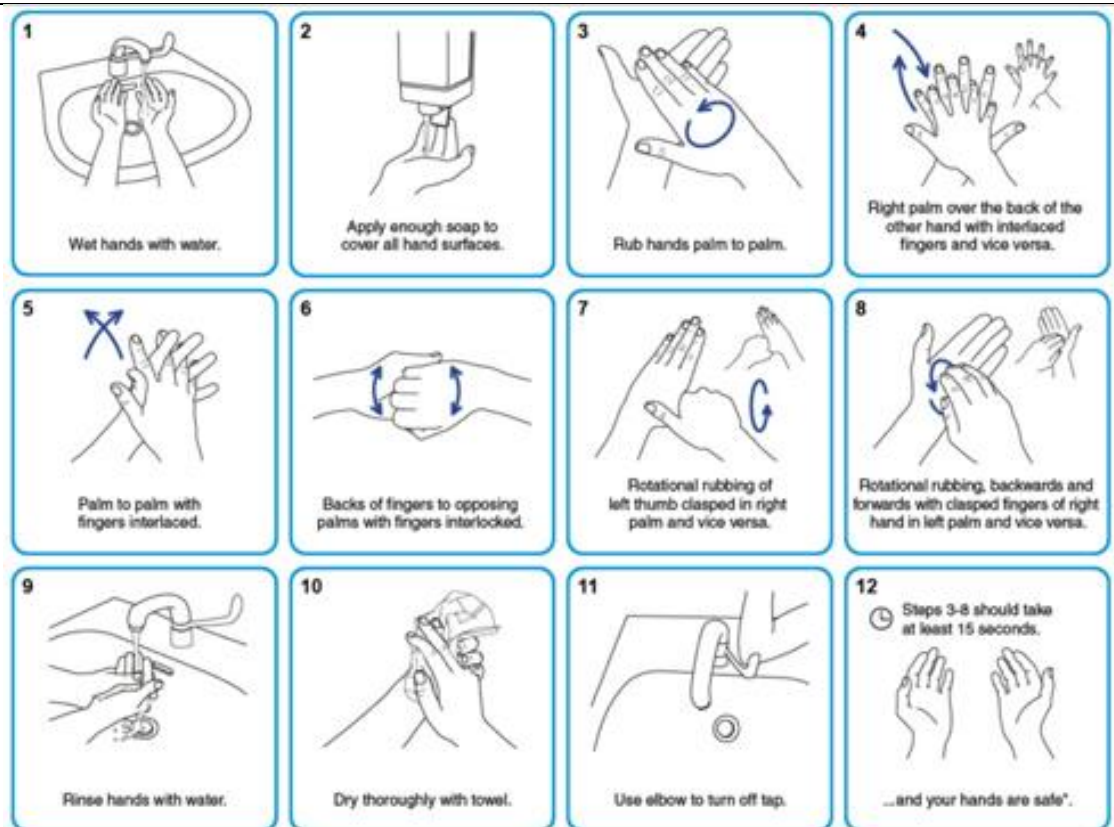
on a respiratory droplet from the mouth of an infected person when they cough or sneeze or breathe out and then breathed in by another person or

through the transfer of the virus to, and from, the mouth (or eyes) and hands – for example the infected person may transfer the virus by contaminating objects in the environment that are subsequently transferred to the mouth or eyes of a person that is not infected.

Controls

| System of controls | Actions |
|--|---|
| Prevention – minimise contact with individuals who are unwell | <p>Advice and instructions to parents/carers and staff</p> <ol style="list-style-type: none">1. Read government advice regarding what to do if they think someone in their household may have COVID-19 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance2. Must not bring children to the nursery who have any of the following symptoms;<ul style="list-style-type: none">• high temperature• a new continuous dry cough (3 or more episodes in 24 hours)• loss of, or change in, normal sense taste or smell <p>Looking for symptoms</p> <ol style="list-style-type: none">1. The temperatures of everyone arriving and departing the setting should be checked. A mid-session check should also be made. <p>The infra-red style thermometers provide a safe and practical way to check temperatures. They can be used on the wrist where body temperature is fairly constant and slightly cooler than the body's core temperature. The focus here</p> |

| | |
|--|---|
| | <p>should be high readings (over 37.6 C) and on increases in temperature during a session.</p> <p>2. All staff must be vigilant at all times to any other member of staff or child who shows any of the symptoms listed above and report it immediately to the nursery manager.</p> |
| <p>Prevention - clean hands more often than usual</p> | <p>Hand washing and hygiene rules</p> <ol style="list-style-type: none"> 1. Sinks for washing hands must be used solely for that purpose and not for disposing of liquids. 2. Staff and children should wear clothes that are bare below the elbow where possible. 3. No hand or wrist jewellery should be worn in the setting - a single, plain metal finger ring is permitted but should be removed (or moved up) during hand washing. 4. Fingernails should be clean and short - artificial nails or nail products should not be allowed. 5. Cuts or abrasions on hands or wrists must be covered with a waterproof dressing. 6. Talk to children about why hand washing is important and show them how to wash their hands - use games, rhymes and songs to reinforce the “wash hands” message. 7. Staff and children must clean hands more often than usual. 8. Staff and children should avoid touching their eyes, nose, and mouth with unwashed hands – playing games with children where the rule is that their arms must never be higher than their shoulders may help with this message. 9. Staff and children must cover a cough or sneeze with a tissue, then throw the tissue in a bin. 10. Tissues used for blowing/wiping noses or used for tears or dribble should be disposed along with disposable nappies at the settings. <p>How to wash hands</p> <p>Wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered – use the posters below</p> |



Where running water is unavailable staff may use hand wipes followed by alcohol-based hand rubs and should wash their hands at the first opportunity following the guidance in the poster below:



When to wash hands

Everyone in the setting should wash their hands:

- At least every hour
- On arrival at the nursery
- After sneezing or coughing
- Before touching another person

- Before touching food
- Before going to the toilet
- After going to the toilet
- After body fluid exposure risk – tissues, nappies
- After touching another person
- After touching anything another person has touched

Skin care

- Dry hands thoroughly after hand washing, using disposable paper towels
- Use an emollient hand cream during work and when off duty
- Do not use or provide communal tubs of hand cream
- Staff with skin problems should speak to the nursery manager

Adults using the toilets

As the toilets for adults in the settings are used by individuals from different groups (see *Minimising contact and mixing* below) special attention must be paid to avoid one group infecting another. The following procedure must be followed when using the toilets:

1. Use the disinfectant spray when you arrive in the toilet. Spray any surface that you think may have been touched by the person who used the toilet before you - the door handle, the taps and wash hand basin, the toilet flush handle and around the seat.
2. Wash your hands following the 12 step procedure displayed above/near the wash hand basin.
3. Use the toilet.
4. Wash your hands again following the 12 step procedure displayed above/near the wash hand basin.
5. Use the disinfectant spray just before you leave the toilet. Spray any surface that you may have touched - the taps and wash hand basin, the toilet flush handle and around the seat - and finally spray the door handle before exiting.

Food safety

Existing food safety practices regarding the storage/handling of food and feeding of children will adequately control the risks of viral infection.

**Prevention -
ensure good
respiratory
hygiene**

Adopt the 'catch it, bin it, kill it' approach for everyone in the nursery. Instruct staff on why this is good practice and ensure that instructions are followed.

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



© Crown copyright 2007 251005/04 1p 50k Nov07 (BBL)

Tissues used for blowing/wiping noses or used for tears or dribble should be disposed along with disposable nappies at the settings.

**Prevention –
clean
touched
surfaces
frequently**

Cleaning and disinfection

1. Areas such as bathrooms along with door handles, light switches, remote controls, electronic devices, telephones, handrails in corridors and stairwells and all table/worksurface tops should be cleaned regularly throughout the day – hourly is a simple regime to maintain effectively.

| | |
|---|---|
| | <ol style="list-style-type: none"> 2. Areas that are only used consecutively such as meal rooms by groups (see minimising contact and mixing below) must be cleaned between uses. 3. Remove items (including any toys) that are difficult to clean because of hard to reach areas that may be touched by people. Soft toys and other toys may be sprayed with a disinfecting spray in the evening and allowed to dry in the setting overnight. 4. Use the cleaning products you currently use (anti-bacterial disinfectant surface cleaning spray, detergents and Milton and Milton spray) according to the instructions on the products. 5. Avoid creating splashes and spray when cleaning. 6. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. |
| Prevention – minimise contact between groups | <p>The emphasis is on small consistent groups (adults and children) being isolated within a setting and not coming into contact with other small consistent groups in order to reduce the risk of infection across the setting;</p> <ol style="list-style-type: none"> a. Children aged under two and their carers b. Children aged two and over together with their carers c. Management <p><i>Note:</i></p> <p><i>In the setting at Stratford all the children are in the same small consistent group.</i></p> <p><i>During after-school periods the small consistent groups in the settings remain as they are during the rest of the day.</i></p> <p>Each of these small consistent groups need to be isolated from each other as much as possible through:</p> <ol style="list-style-type: none"> 1. 'Social distancing' – that is keeping at least two metres apart 2. Designating rooms (including toilets) and circulation areas (corridors/stairways) to a specific group or groups 3. Using the outdoor areas as much as possible 4. Arranging separate meal times where possible 5. Taking greatest care during meal breaks and using the toilets <p>Specific advice and instructions to parents/carers</p> <ol style="list-style-type: none"> 6. Only one parent/carers should drop off and collect children. 7. Must not come inside the nursery and they should remain at least two metres from the doorway when dropping off or collecting their children. |

| | |
|---|---|
| | <p>8. Must not gather near the nursery and that they should maintain a safe distance of at least two metres from other children.</p> <p>Specific advice and instructions to parents/carers and staff</p> <p>9. During the morning dropping-off period people will ONLY be allowed to enter the setting and not allowed to exit – this will minimise contact between isolating groups in and around the entrance.</p> <p>10. During collection periods people will ONLY be able to exit the setting and not allowed to enter.</p> <p>Specific advice for employees, while away from the Little Rainbow setting, collecting children from other settings</p> <p>11. Have washed their hands.</p> <p>12. Wear a face mask.</p> <p>13. May only get as close to children being collected as is needed for non-COVI-19 safety and protection reasons.</p> <p>14. Must strictly observe a safe social distance from other people of at least two metres.</p> <p>15. Wash their hands on returning to the Little Rainbow setting.</p> <p>16. Ensure that children arriving from another setting follow the hand washing procedure immediately upon arrival at Little Rainbow nursery.</p> <p>17. The temperatures of everyone arriving at the setting should be checked.</p> |
| Prevention – maximise ventilation | <p>Day to day management of the settings</p> <p>When the setting is in operation, it is important to ensure good ventilation and maximise this wherever possible.</p> <ol style="list-style-type: none"> 1. The operation of “free flow play” at the Birmingham and Manor Park settings provides good ventilation in those areas. 2. Elsewhere windows should be opened where this is safe to do so (bearing in mind safeguarding in particular). |
| Response to infection – initial engagement | <p>Engage with Public Health England (PHE) and Ofsted</p> <ol style="list-style-type: none"> 1. Understand the NHS Test and Trace process https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works |

| | |
|--|---|
| <p>with official bodies</p> | <ol style="list-style-type: none"> 2. Collect the information regarding an infection incident. The information they will ask about can be found at https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business 3. Contact Ofsted online using the “report a serious childcare incident service” https://www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident/ 4. The dedicated PHE helpline run by the DfE can advise the nursery on the action to be taken in the event of a manager, staff member or child testing positive for coronavirus. Call them 0800 046 8687 and select option 1 |
| <p>Response to infection - manage confirmed cases of COVID-19</p> | <p>If a child shows any of the symptoms above while in the nursery</p> <ol style="list-style-type: none"> 1. If a child becomes unwell with any of symptoms of coronavirus shown above while in the setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 2. Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. 3. Take swift action when anyone in the setting has tested positive for COVID-19. Contact PHE (see above). This team will also contact settings directly if they become aware that someone who has tested positive for COVID-19 attended the setting – as identified by NHS Test and Trace. 4. The local PHE Health Protection Team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious. 5. The local PHE Health Protection Team will provide definitive advice on who must be sent home. To support them in doing so, keep a record of: <ul style="list-style-type: none"> • children and staff in specific groups/rooms • close contact that takes places between children and staff in different groups/rooms • You must not share the names or details of people with COVID-19 unless essential to protect others. |

If a manager or member of staff has any symptoms

1. They must self-isolate
2. Arrange for a test as quickly as possible – call 119 or book online at <https://www.gov.uk/get-coronavirus-test?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae> (private tests should not be arranged)
3. Tell the nursery that they have the symptoms, when they started, the place and date of the test and the type of test (either the rapid lateral flow test where the results are known within an hour OR the nose and mouth swab test where the results take between 24 and 48 hours)
4. Advise the nursery of the test result
 - If positive for coronavirus**
 - They must isolate for 10 full days (day 0 is the day they first experienced the symptoms)
 - If negative for coronavirus**
 - They must still isolate for a 10 full days as the test may have not identified the virus in their body yet

If a manager or member of staff has either;

- Been contacted by NHS Test and Trace and is aware that they may have had close contact with someone who has tested positive for coronavirus – Test and Trace will advise the period of isolation. They must tell the nursery so that their return to work can be managed.

Or

- Live in a household where someone has Covid-19 symptoms or has tested positive for coronavirus.
1. Arrange for a test as quickly as possible – call 119 or book online at <https://www.gov.uk/get-coronavirus-test?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae> (private tests should not be arranged)
 2. Tell the nursery that they are arranging a test, advise the place and date of the test and the type of test (either the rapid lateral flow test where the results are known within an hour OR the nose and mouth swab test where the results take between 24 and 48 hours)
 3. Advise the nursery of the test result
 - If positive for coronavirus**
 - They must isolate for 10 full days (day 0 is the day the test was taken or until the date given by NHS Test and Trace)
 - If negative for coronavirus**
 - They can return to work on your next working day but stay on special alert for any symptoms

| | |
|--|--|
| Response to infection - containment | <p>Contain any outbreak by following local PHE Health Protection Team advice</p> <p>If there are two or more confirmed cases within 14 days, or a child or staff member in your setting has been admitted to hospital contact the local PHE Health Protection Team.</p> <p>For Birmingham PHE West Midlands East Health Protection Team, 034 4225 3560</p> <p>For Newham PHE North East and North Central London Health Protection Team, 020 3837 7084 (option 2) or necl.team@phe.gov.uk Also for Newham contact Coronavirus Response on 0300 303 0450 or email: LCRC@phe.gov.uk</p> <p>The local health protection team will advise you on the next steps.</p> |
|--|--|

This document is based on UK government advice up to 30 December 2020 and was prepared and checked by Michael Diamond on 25 January 2021