**COVID-19 RISK ASSESSMENT**

**Date of assessment: Sept 2020 Assessment by: J. Webber Review Date: Ongoing**

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| **HAZARD/**  **ACTIVITY/**  **ASPECT** | **PERSONS AT RISK** | **HOW HARMED/**  **RISK** | **CONTROL MEASURES** | **COMMENTS/ ACTIONS** |
| Covid-19 Coronavirus | Staff  Parents  Children  Visitors | Contracting virus | **Personal Hygiene**  Hand Washing  Regular hand washing with soap and water on a regular basis for 20 seconds – staff and children  See hand washing guidance <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Paper towels for drying of hands  Gel sanitisers in any area where washing facilities not readily available  Coughs and Sneezes  Catch coughs and sneezes in tissues, “Catch it. Kill it. Bin it”, or crook of arm/shoulder  Tissues around workplace  Other  Avoid touching face, eyes, nose with unclean hands  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  <https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf>  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. | We have omitted the residual risk rating at this current time as we do not have sufficient data on which to base the likelihood, outcome and therefore residual risk rating. |
|  |  |  | **Uniform**  Staff will follow usual uniform policy. When staff get home, they are to remove their uniform, place in a laundry bag and wash on the highest temperature permitted for that type of fabric. Staff are also to shower as soon as they get home. These steps are to be taken daily to minimise the chance of cross infection |  |
|  |  |  | **Entry and Exit to/from Nursery/Pre-School**  Children will be dropped off and collected at the front door. Handover will be kept to a minimum in line with our Covid-19 policy.  Temperatures of staff and children will be taken and recorded if child appears unwell with an infrared forehead thermometer. If 37.8 or above, no entry will be permitted. Home to isolate for 10 days. 14 days for other members of the household. If a test is performed, proof of a negative result will be required if attending before isolation period is over.  Only essential comforters will be brought in from home. Bags, coats, dummies will be ideally kept at Nursery. Verbal feedback will be given at the end of the day/session.  Staff/children will bring in minimum requirements for day, lunch in disposable bag (preferably paper) |  |
|  |  |  | **Visitors**  Non-essential visitors will not be permitted access to the Nursery during the pandemic. Any visits will be re-scheduled until a later date. Essential visits will be outside of nursery hours. If a visit is unavoidable, they will be required to complete a health declaration and must wear a mask. |  |
|  |  |  | **Cleaning**  Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, safety gates, telephones, keyboard, mouse, toilet flush, tablets, light switches, toys and resources (including outside) using appropriate cleaning products and methods. |  |
|  |  |  | **Social Distancing**  Social Distancing - Reducing the number of persons in any work area to comply with the 1-metre (minimum) gap recommended by the Public Health Agency where possible.  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Minimum numbers of staff on site at any one time.  Staff working with same colleagues and children as much as possible.  Staggered staff breaks with maximum of 3 staff in any one area at a time.  Staff to keep physical distance from colleagues wherever possible, mindful of who’s coming down corridor, through door/gate etc.  Standing side by side rather than face to face  Be mindful of movements around, is the journey necessary now, can it wait until break time. Keep enough refreshment for the whole session in room.  Physical distancing at entrance on drop off/collection. Parents reminded to do so.  Taking steps to review work schedules including start & finish times/shift patterns etc. to reduce number of workers on site at any one time.  Redesigning processes to ensure social distancing in place.  Ensuring sufficient rest breaks for staff.  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to wherever possible. |  |
|  |  |  | **PPE**  Disposable gloves are available for staff to wear at any time, particularly during nappy changing, toileting to be disposed of safely.  Disposable aprons are available for staff to wear at any time  Masks/Face coverings Staff can wear masks/face coverings if wanted and to be disposed of safely. Disposable masks are provided for use when with a sick child, for ‘floating’ staff members and for handover to parents. Children under 2 will not wear face masks. |  |
|  |  |  | **Room Routine**  Remove ‘clutter’ from rooms to create more space  Reduce number of toys/resources to minimum and those that can easily be disinfected  Reduce whole class time  Play outside as often as possible  Open windows/doors whenever possible |  |
|  |  |  | **Symptoms of Covid-19**  On arrival or during the day, anyone displaying a temperature of 37.8 degrees and a above and/or new, persistent cough and/or a loss of taste/smell, will be denied entry to Nursery/sent home and medical advice must be sought.  Internal communication channels and cascading of messages through line will be carried out regularly to reassure and support employees in a fast-changing situation.  Managers will offer support to staff who are affected by Coronavirus or has a family member affected.  If anyone becomes unwell with a new, continuous cough and/or a high temperature and/or a loss of taste/smell, in Nursery they must be sent home and advised to follow the [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection).  If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate 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 2 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. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  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.  If a member of staff has helped someone who was taken unwell with a new, continuous cough and/or a high temperature and/or a loss of taste/smell, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people  Managers will maintain regular contact with staff members/parent of child during this time.  Current Government/Public Health England guidance about isolation of other individuals who have been in contact will be followed if a child or adult becomes symptomatic or tests positive.  **Mental Health**  All staff will be positive and mindful of their actions and language around children.  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)  Regular communication of mental health information for those who need additional support. |  |