

**SPECIFIC PLANNING / RISK ASSESSMENT / POLICY
COVID-19**

LITTLE ROOS DAY NURSERY

Setting: Little Roos Day Nursery	Lead Responsibility: Sonia Panchal
Date: Updated 16.5.2020, 19.05.2020, 23.05.2020, 26.05.2019	
<p>Rationale: During these unprecedented times it is important to follow Government Guidelines and good hygiene routines. The measures set out in this document are mostly common sense & part of normal everyday practice at Little Roos. This document will be updated as and when there are changes to Government guidance. It is a working document.</p> <p>How we respond to this pandemic as adults and role models will determine the crisis response mechanisms of an entire generation. Model positivity, resilience and calmness at all times.</p>	Ages of children: 0-4/5
<p>This Risk Assessment / Policy is setting specific and covers in detail measures that work for us, our children and our parents. We are also keeping up to date and following / adapting Government Guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	
<p>Specific child issues to be considered (eg physical disabilities/ behaviour issues):</p> <p>Carefully plan for the small groups of children 'bubbles' with a familiar key worker</p>	

PLANNING & SPECIFIC SIGNIFICANT HAZARDS: Likelihood – Extremely unlikely, unlikely, likely, extremely likely, almost certain
Severity – Low harm, moderate harm, serious harm, major harm, catastrophic

Location / Focus	Outline / specifics	Hazards	Likelihood / Severity	Control Measures	Residual Risk (High, Medium, Low)	Additional commentary
Setting Cleanliness						
Premises / staff and children	Nursery building and checks	Building unprepared for reopening	Likely / moderate harm	The nursery building has been closed during the lockdown period appropriate health and safety checks will be carried out prior to opening. Before opening, taps will be opened, toilets flushed, as well as preparing for the children, cornering off designated areas for small groups 'bubbles' of up to 8 children, removing soft furnishings, rugs, intricate toys	L	The nursery will undergo a full deep clean before the reopening of the nursery with appropriate resources available and zones created in the setting.

				<p>and resources that are difficult to sanitise, organising essential resources for each child in mesh drawstring bags. Small groups will be organised with a familiar key worker.</p> <p>At the end of each day, all floors will be deep cleaned thoroughly: Hoover carpets. Before the children arrive in the morning, all lino floors will be cleaned with anti-bacterial cleaning product. Staff to be alert to body fluids on the floor and use anti-bacterial spray during the day if necessary. Remove rugs if necessary.</p>		
<p>All classrooms</p> <p>Children / staff</p>	Floors and carpets	Children crawling, using hands, dribble/mucus on floor	Extremely likely in baby room / moderate harm	<p>During and at the end of each day, all surfaces will be cleaned with anti-bacterial wipes/spray. Before the children arrive in the morning, all surfaces will be cleaned with anti-bacterial wipes. All staff to be alert to body fluids on surfaces and anti-bacterial clean during the day if necessary. Children will be gently encouraged not to put things/hands in their mouth or to touch eyes.</p> <p>Washable mats have been purchased to minimise contact with the carpet.</p>	L	All surfaces in this section are cleaned daily by staff and the cleaner.
All classrooms	Tables, chairs and surfaces, including door handles and door edges - Touchpoints	Staff members using door handles and light switches. Children touching / dribble / hands in mouth then touching surfaces	Extremely likely / serious harm	<p>Windows opened for ventilation to minimise common touch points.</p> <p>Sonia/ Jade to clean touch points with antibacterial spray and disposable wipes throughout the day.</p>	M/L	

All classrooms and outdoor area	Toys	Children sharing toys, touching, dribbling, putting in mouth	Extremely likely / serious harm	Remove intricate toys that are harder to clean. Toys and resources that can be cleaned to be shared out for each group. Therefore, limiting toys being used by many children. At the end of each day, toys will be sprayed lightly with antibacterial spray / sterilising solution. All staff to be alert during day and use professional judgement if a specific toy needs additional cleaning. Each child to have and use their own drawstring mesh bag with essential resources in like coloured pencils, glue sticks etc. Outdoor equipment will be limited and cleaned before another small group uses it.	M	It is important to remember that exploring with their mouths and hands is an extremely important part of development & encouraging them not to do this needs to be carefully considered. Use distraction techniques. It is also important to remember that whilst we can remain alert, we do not want to scare children by being overzealous. We do not want to damage their creativity, curiosity or imaginations by constantly taking things away to clean.
All Classrooms Chef/staff/ children	Mealtimes	Germs settle and transfer from unclean hands	Extremely likely / serious harm	Children and staff to wash hands with soap and water before mealtimes and children supervised by staff. Before and after each meal time wipe tables and chairs clean with anti-bacterial spray. At the end of the day, clean with anti-bacterial spray. Children to eat with their key worker in their small groups and their designated area. Key worker to continue to wear gloves and apron.	M/L	
Adults		Social distancing for staff when collecting food	Likely / low harm	Chef to serve the food in plates and transfer on table in the corridor. Staff (wearing gloves and aprons) to collect from central area separately. Food will be covered appropriately with cling film. One member of staff to bring back empty dishes and cutlery to the corridor table for chef to clean in kitchen.	L	Minimising crossovers with small groups is essential. Use walkie talkies for staff to avoid contact with other groups.

						Minimising crossovers with staff and they are to always remain 2 metres away from another staff member.
Outdoor Children	Sand / water / mud kitchen / scuttle bug, scooter, tricycles, rocker, slide	Transfer of germs	Likely / moderate harm	Sand and water toys in separate boxes. Used by one group and then cleaned for next group. Limit outdoor toys and rotate on weekly basis so they can be cleaned thoroughly. Section outdoor area so each class has their own area which will be the same each day. Timetable outdoor usage so minimising social contact with other groups.	L	Staff with their small groups to ensure children are staying in their area.
Room / Location	Outline / specifics	Hazards	Likelihood / Severity	Control Measures	Residual Risk (HML)	Additional commentary
Personal Hygiene						
Adults	Hand washing	Germs carried on hands	Extremely likely / serious harm	Wash hands on arrival and as often as possible – specific examples of when absolute requirements are further listed within this document	M/L	
Adults	Nails	Germs under nails – especially if nails are long	Extremely likely / serious harm	Use a nail brush when cleaning hands before children arrive, before preparing food, before and after nappy changes & after children leave	M/L	
Children	Hand washing	Germs carried on hands	Extremely likely / serious harm	Hand washing / sanitising on arrival, before meals and snacks, after nappy changes, using toilet, after coming in from garden as & when deemed necessary throughout the day.	M/L	
Children	Drinks	Spreading germs	Likely / moderate harm	Children bring in their own named water bottles from home. Parents to ensure they are clean. Outside of	L	Many of these are standard procedures. Children know which is

				water bottles will be cleaned with antibacterial spray on arrival. Parents to take home water bottles.		their water bottle. Plastic cups will be used for snack times for milk.
Children	Spare clothes / coats / belongings from home	Cross contamination of households	Extremely likely / moderate harm	All children to bring spare clothes, nappies in own bag. Bag will be lightly sprayed with antibacterial spray.	L	
Adults	Clothing	Germs on clothing	Extremely likely / moderate harm	Clothing washed regularly, clean clothes each day (including cardigan / LR fleece).	L	
Adults	Nappy Changing	Contact with skin and body fluids	Extremely likely / serious harm	Wash hands & clean changing mat with anti-bacterial spray before changing and in between each child. Wear gloves and disposable aprons when changing a nappy. Thoroughly clean the station and mat at the end of each day. Ensure all nappies are transferred from inside nappy bin to the outside bin regularly throughout the day.	M	Certain PPE i.e. facemasks will not be worn as scientific advice states that it is ineffective unless changed after every single contact. It would also (in our opinion) be hugely detrimental to the mental health of the children. Children read a whole face when deciphering.
Adults	Suncream application	Skin contact	Likely / low harm	Parents to apply to their child before nursery. Staff to top up when necessary and wear gloves. Fresh gloves for each child.	L	Normal safety procedures apply.
Children	Nose wiping / coughing / sneezing	Body fluid spreading germs	Almost certain / serious harm	As part of independence children are encouraged as standard to wipe their own noses and dispose of the tissue into the bin and then either wash their hands or use sanitising liquid. 'Catch it, Bin it, Kill it.' If a child coughs or sneezes to use elbow or tissue. Bins are emptied and cleaned at the end of each day.	M/L	

				The children will be constantly monitored for any changes in health and if necessary the thermo scan thermometer used to check temperature.		
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Parents / Daily Routine						
Nursery entrance / outside footpath	Drop off & collection	Germs passed between adults, particularly at collection when parents have been at work	Extremely likely / serious harm	Social distancing markers on outside footpath. Parents to email Nursery times for collection times. One parent to bring and collect their child to and from Nursery. Parent to hand over their child with their bag to the familiar adult at nursery gate. They will take the child to their key worker and they will wash their hands. No toys from home will be allowed in the nursery. Clean comforters are fine to bring in for the child's wellbeing. They may be cleaned on arrival.	M/L	There will undoubtedly be children who will be anxious and may not want to separate from their parent which is understandable after being at home during lockdown. In that case, we may ask that parent to take their child into their room. Please parents bring a face covering just in case you will need to take your child into their classroom. We need to minimise the entering of any adults other than staff entering the nursery building.
Discussion Parents / Sonia / Jade	Conversation and discussion relating to child's day / needs	Germs passed between adults, particularly at collection when parents have been at work	Extremely likely / serious harm	Email from parents will be requested on how their child has been at home and daily emails can be sent. A quick discussion of any messages can be relayed to Sonia / Jade to pass on. For more specific discussions, a video or telephone call can be set up with the relevant staff member. Either Sonia/Jade or the child's keyworker will bring the child to the parent with any key messages.	L	

				<p>Short conversations / updates still will be encouraged maintaining good relationships and modelling this for the children. This should all be done maintaining a social distance.</p> <p>Parents will continue to receive daily dayshare emails with the relevant information of their child's day as well as any key messages.</p> <p>Hands washed / sanitised before and after hand over.</p> <p>If doorbell is used throughout the day it will be anti-bacterial wiped after ring.</p> <p>Spare clothes to be kept at Nursery rather than bringing each day to avoid bags, unless clothes were changed during the day and need to be washed at home.</p>		
Children	Sleeping arrangements for nap times	Close proximity of beds / transmission of germs from bed linen and blankets	Extremely likely / moderate harm	<p>All the children who sleep during the day have their own labelled bags with their bed linen and blankets in as normal practice. These will continue to be washed at high temperature with a non-bio washing powder daily.</p> <p>The beds will be set up in the designated area for that group 2 metres apart.</p> <p>If space is limited, the extra space in the corridor will be used. Staggered lunch times will mean that the children will also be sleeping at slightly different times.</p>	L	<p>The children are always supervised and monitored by a staff member.</p> <p>The staff will be having staggered lunch breaks to aid the process of supervising their sleeping or awake children in their group. This also maintains social distancing between the staff members. Staff at lunch time will not be going out in groups.</p>

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Meal Preparation & shopping						
Supermarket Chef	Weekly trip to the supermarket for Nursery shopping	Germs from the wider community	Extremely likely / serious harm	Only our chef, goes shopping, anti-bacterial wipes are used on the corridor table and any doors that need opening. Hand sanitiser used when needed. Social distance maintained from all other shoppers and staff. Packaging is discarded where possible. Work clothes / uniform is not worn in the shop. Any boxed or packaged items will be wiped clean before storing.	M	
Deliveries / Visitors / Utility workers Sonia / Jade	Cleaning products and consumables	Germs from the wider community	Extremely likely/ moderate harm	Delivery at front door. Sonia / Jade to bring into Nursery building. Clean items if necessary.	L	Attendance to the Nursery setting will be restricted to children and staff as far as practically possible and visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required we will endeavour to arrange these outside of the usual nursery operational hours where possible.
Kitchen	Surfaces, crockery & cutlery	Germs from saliva / hands / food packaging	Extremely likely/ serious harm	Surfaces and appliances cleaned with anti-bacterial spray before and after every food prep as normal. Dishwasher on after each meal even if not full at high temperature. Floors cleaned and mopped twice daily as normal. Food & Hygiene policy and procedures followed.	L	The Nursery has a 5 star food and hygiene rating and our chef is highly qualified in all aspects of safe and hygienic food preparation and deep cleaning.

Supplies Children / Staff	Cleaning products and consumables / Procurement and monitoring	Shortage of these resources due to high demand nationally	Almost certain / serious harm	An adequate supply of essential supplies will be maintained and contingency plans are in place if supplies are in short supply – bulk buying as we have 3 nursery sites. The setting will not be able to operate without essential supplies required for ensuring infection control. A monitoring system is in place for the usage of PPE to ensure that supply of stock is available to all who need it as and when required to meet the operational needs of the setting. When stocks are low, other options are considered, such as washable tabards.	M/L	
Location / Focus	Outline / specifics	Hazards	Likelihood / Severity	Control Measures	Residual Risk (HML)	Additional commentary
Symptoms / First Aid						
Adults & Children	Temperature checks	A high temperature (37.6+) is a symptom of Coronavirus	Extremely likely / moderate harm	Temperatures are checked on arrival, morning snack, lunch, afternoon snack. This is done using a forehead scanner & is part of the daily routine & done in a cheerful manner. If a child's temperature rises significantly between checks, additional checks are made. Over 37.4 parents are informed & half hourly checks made. Household adults' checks may be necessary. Adult working with children checks own temperature at same time as children.	M	Symptoms of C-19 are a high temperature and / or a new persistent cough and / or loss of smell / taste.
Children	First Aid / Accident	Blood spreading germs	Extremely likely / serious harm	First Aid policy & procedures to be followed.	M	Parents will be informed by email or telephone of any accidents / incidents involving their child.
Adults and children	Child displaying symptoms	Passing the virus to others	Almost certain / major harm	If a child develops symptoms – where possible isolate in the Nursery office from other children always in a calm manner without panicking any of the children. Staff member looking after the child to wear PPE – DO NOT COVER A CHILD's mouth / nose. Ensure	H/M	

				<p>windows open for good ventilation. Limit contact to only that child if possible. Contact parents immediately.</p> <p>When symptomatic child has been collected, wash hands & face thoroughly, change into clean clothes, wash hands & face again. Clean where possible & reduce access to toys/areas – eg: use pushchairs to go for a walk, use mindfulness activities, yoga/ screen time / jigsaws etc. Once all children collected, deep clean. Remain in contact with the parents of that child to note outcome. Follow NHS guidance / self-isolating rules for the household. If positive and / or symptomatic contact relevant agencies for next steps and inform all parents. Ensure all contact details for parents are up to date.</p> <p>In the event of a staff member develops suspected C-19 symptoms whilst working at the nursery, they should return home immediately and isolate in line with NHS guidance.</p> <p>Testing of staff members will be accessed in line with government guidelines - Staff members will only get tested if they show symptoms.</p>		
Room / Location	Outline / specifics	Hazards	Likelihood / Severity	Control Measures	Residual Risk (HML)	Additional commentary
Nursery garden						
Nursery garden Children / staff	Fresh air / physical exercise	Germs transferred onto equipment and passed on	Likely / moderate harm	<p>Aerobics, circle games, singing, etc will take place as indoors, in the garden too in the small groups allocated area.</p> <p>Equipment and resources will be limited and shared out for each group. If needed by another group they will be sanitised first.</p> <p>Timetable for each group will be devised.</p> <p>No large group activities to take place and no mixing of groups.</p> <p>Designated key worker for the small groups will remain with the children at all times.</p>	M/L	If accidents happen or children need the toilet Sonia / Jade will be called upon to deal with the accident.

				<p>Garden will be sectioned into designated areas for each classroom / group.</p> <p>No trips will be planned for outside of the nursery. Larger resources like hoops, bats, balls etc will be rotated each week, cleaned and then stored in the outside shed.</p> <p>Garden risk assessments will continue at the start of the day, throughout the day and at the end of the day.</p>		
Room / Location	Outline / specifics	Hazards	Likelihood / Severity	Control Measures	Residual Risk (HML)	Additional commentary
Mental health & well-being						
Parents	Concern about their children	Anxiety	Extremely likely / moderate harm	This risk assessment, policy and agreement should provide reassurance that Little Roos is doing everything possible to minimise risk whilst still providing good quality care and education.	M/L	It is important to us that good relationships are maintained so that concerns, feelings can be discussed using the appropriate channels mentioned in this document.
Children	Sensing change and differences	Anxiety, fear, lack of understanding	Extremely likely / moderate-serious harm	At Little Roos through these unprecedented times, one of our main aims is to make each day as normal as possible. Although children may not understand fully, they can sense that the World has changed. It is our job to model resilience, calmness, cheerfulness and fun approaches to managing change and difficulty. All of our additional measures are done with a smile and made fun. We will not shy away from cuddles, story telling, action rhymes, nappy changes, wiping tears – we give every child the love and security they need.	M/L	Staff are receiving training and support during the introduction back to work to support staff as well-being, but also be prepared for each child's individual needs they may have experienced during the break from nursery, to ensure support and needs are met in a professional manner.

Adults	Concern for self and family	Contracting the virus	Likely / moderate harm	As a Nursery, our staff have had lots of training on mindfulness and emotional wellbeing. We will continue to follow our daily routines doing the wonderful activities we do with the children, practicing them too ourselves to keep a healthy mind and body.	L	All government guidelines are to be followed in personal and professional time. We are getting on with our job, loving and caring for children and VERY proud to be open and supporting our community to fight Covid – 19.
Room / Location	Outline / specifics	Hazards	Likelihood / Severity	Control Measures	Residual Risk (HML)	Additional commentary
Knowledge and Guidance						
Adults & Parents	Up to date, ever changing guidance	Missing vital information	Almost certain / serious - catastrophic harm	Keeping up to date with Public Health England information / NHS advice on symptoms / Department of Education advice / Local Authority advice and support / relevant webinars and Government Daily briefings. Early Years Alliance members and NDNA members. Parents will be kept informed via emails, telephone, Facebook, video calling & face to face conversations (at social distance) We use guidelines directly from the Government and do not use newspapers or news outlets as a source of reliable information.	M/L	

APPROVED BY PARENTS:

DATE APPROVED:

DATE APPROVED BY STAFF: 19.05.2020, 27.5.2020

COMPILED BY: Sonia Panchal