

Appendix B1

Risk Assessment Cuddles Day Nursery Ltd

Sheet No	Date of assessment		Activity/Process			Location		Assessed by	Review Date
	05/01/2021		COVID-19			Cuddles Day Nursery Ltd		L Duly	ongoing
No:	Activity/Process	Hazard	Persons in Danger	Severity L to H	Likelihood L to H	Result L to H	Controls and Comments		Result

1	Limiting contact and the spread of the virus – Children, parents & staff	COVID-19	Children Staff Learners	M	M	M	<ul style="list-style-type: none"> • Only children and staff who are symptom free or have completed the required isolation period to attend the setting. • Staff and children are eligible for testing if they become ill with COVID-19 symptoms, as well as members of their household. Both negative and positive results are to be shared to ensure rapid action to protect others in the setting. • Staff and Children should not attend the setting and self-isolate according to guidance if they are awaiting a COVID test or COVID test results. • Ideally, parents should try to limit the number of settings they send their child to. • When a parent books a show round, a list of questions will be asked to ascertain their needs plus information for track and trace purposes. Prospective families will be asked about any symptoms or recent Covid tests prior to booking a visit. • Show rounds will be undertaken outside and parents can see the rooms from the window. • A follow up e-mail detailing T & C's, availability and prices etc. will be sent after their visit. 		A
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							<p>There is a virtual tour of the nursery on the website for parents to access.</p> <ul style="list-style-type: none"> The nursery is aware of the latest local Covid alert levels and will comply and keep staff and parents updated when / if they come into effect 	
2	Limiting contact and the spread of the virus – Parents	COVID-19	Parents Children	M	M	M	<ul style="list-style-type: none"> Parents who are symptom free and have completed the required isolation period to drop and collect their child. One parent per family where possible to drop off and collection. Parents will be dropping off and picking up from their classroom via the garden door where possible and staff will then sign the child in on the register. Parents to ensure at least a 1 metre distance is maintained and avoid congregating at the entrance. Parents to wear a face covering on arrival and collection Staff will support children to wash and dry their hands on arrival throughout the day and when leaving or they may use the hand sanitiser instead. 	A

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							<ul style="list-style-type: none"> Buggies – parents have been asked where possible not to bring them in so to avoid storing them in the buggy barns to reduce cross-contamination. This also includes car seats and scooters. The Stadium will use their outdoor area accessed via the back door. 	
3	Limiting contact and the spread of the virus – Staff	COVID-19	Staff Learners Children	M	M	M	<ul style="list-style-type: none"> Only staff who are symptom free or have completed the required isolation period to attend the setting. Where face to face training is not available, staff will use appropriate on-line training. Where possible whilst on lunch break staff will either use their own cars, the staff room or outside area trying to abide by the social distancing guidance. Staff who are in the staff room for more than 10 minutes must sign in and out giving the date and time they were there. Ratios maintained to the occupancy of the nursery Ratios 'where the quality of care, safety and security of children is maintained, changes to the ratios can be made.(Ideally the outside area will be used for settling-in sessions however if this needs to take place 	A

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							<p>inside at least a 1 metre rule must be followed. One parent to settle at a time to minimise contact between the parent and other children and staff members. Parents must wear a face covering both inside and out.</p> <ul style="list-style-type: none"> • Staff to ensure they are socially distanced from staff not in their 'bubbles' • Staff will be required to wear face coverings when walking around the setting. • Staff to wear indoor shoes within their rooms and their outdoor shoes to stay outside of their rooms. Indoor shoes to be sanitised on first bringing into setting. • Staff to use 'bubble' staff rooms and toilets only. 		
4	Limiting contact and the spread of the virus – Children	COVID-19	Children	M	M	M	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period to attend the setting. 	A	
5	Limiting contact and the spread of the virus – Transportation	COVID-19	Staff Learners Children	M	L	L	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the nursery/work alone, using their own transport. • Other alternatives are walking and cycling where possible. 	A	

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							<ul style="list-style-type: none"> • If public transport is necessary, current government guidance on the use of public transport must be followed, avoiding peak times. Staff are asked to not wear uniform if travelling on public transport and to change before and after their shift. • Staff must not go out in their uniform to socialise at lunchtime with non-nursery staff or staff from another setting. • Staff on school collections and drop off should maintain 2 meter distancing from other parents and carers and wear a face covering/extra precautions where 2 meters is not possible. • Drivers not transporting children from their 'bubble' should wear a face covering when driving, where safe to do so • Children who use public transport to get to the nursery, are asked to bring a change of clothes with them. We will change the children's clothes when they enter the room and wash the clothes that they came in. Please ensure spare clothes are brought into the nursery so that we can use these to change into. 	
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5	Hygiene and infection control Good practise	COVID-19	Staff Learners Children	M	M	M	<ul style="list-style-type: none"> Hygiene and infection control procedures followed for cleaning. Records are kept for toy, outside play equipment and children's bathroom cleaning. Children's bathrooms should be fully cleaned at lunchtime and toys cleaned or sanitised after use. Antibacterial spray and gel is available for use in all rooms. Disposable PPE to be used for the higher risk jobs – nappy changing, first aid and cleaning. Staff are expected to wear fresh clean uniform daily. Staff to sanitise hands when entering and leaving their rooms. Bedding to be washed daily at least 40 degrees. Bedding is NEVER to be shared. Try to have one cot per child where possible with mattresses being wiped down after each use. 		
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							<ul style="list-style-type: none"> Nursery all-in-ones used for outdoor play should only be washed at the manufacturers recommended temperature to avoid shrinkage. After each use, they should be sprayed with anti-bacterial spray when dry. Children will wear their own coats, waterproofs and wellies. 		
5	Hygiene and infection control Good practise	COVID-19	Staff Learners Children	M	M	M	<ul style="list-style-type: none"> All cutlery and utensils must be cleaned in the dishwasher after every use. Continue to remove waste regularly from the building in black bags for all general waste. Pedal operated tissue bins to be emptied at lunch time and every evening, bins to be sterilised nightly. It is key that staff are role modelling with the key NHS guidance – lots of washing hands, especially on arrival to work, coughing in a tissue or in their arm. To avoid touching mouth, eyes and nose where possible. Posters displayed throughout the building in key areas. Supervised handwashing or hand sanitising for all children– to be carried out on arrival at the nursery and when leaving, before and after 		A

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							food, after outdoor play and after using the toilet. Children's hands should be thoroughly dried after washing.	
6	Environment	COVID-19	Staff Learners Children	M	M	M	<ul style="list-style-type: none"> Staff to think about the layout of the rooms with tables and activities spread out and activities. Staff to use free flow methods to ensure children are spread out during free play time. Children to wash their hands or use hand sanitiser before going outside and when coming back into the setting. Communal areas to be restricted as much as possible, avoiding groups passing in corridors. Care routines including provision of meals, nappy changing and toileting will be within the same room. Shared toilets will be split for individual room use. Cot rooms will be re-organised and sleep mats and cots will be spaced 1 metre apart. <p>Due to issues with social distancing with young children the government hierarchy measures include:</p> <ul style="list-style-type: none"> Avoiding contact with anyone with symptoms Frequent hand washing and good hygiene practices Regular cleaning of settings Minimising contact and mixing 	A

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							<ul style="list-style-type: none"> Doors that are not classed as fire doors or have automatic door guards in place to be left open where safe to do so to reduce touching doors. The Stadium setting manager will ensure the hall is fogged if used by a different group of people e.g. Speedway. 	
7	Equipment	COVID-19	Staff Learners Children	M	L	L	<ul style="list-style-type: none"> Maintain good airflow throughout the rooms with open doors and windows and where rooms have windows and air-con systems, they are to try not use the air-con. Staff need to be aware of the room temperature so that it is at a comfortable level for the children. Children should be encouraged not to bring toys in from home. Staff to put in child's bag if brought in (this does not include children's own comforters but where possible parents to provide comforter for nursery use only). Dummies will be sterilised and kept at nursery as much as possible. Comforters will be sprayed with Dettol and lunch boxes and bags will be sprayed with antibac. All drinking cups will be cleaned with Milton or a similar product at the end of the day. Anything brought from home will be required to stay at the nursery to avoid cross contamination. Children's coats, hats, waterproofs and wellies can be taken home daily in the winter months and will not be sanitised when brought in. 	A

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							<ul style="list-style-type: none"> The book sharing scheme may be re-introduced as long as the books are quarantined for 72 hours when parents return them. The sharing box can be given to parents as long as the items brought in are sprayed with Dettol and staff wash their hands directly after touching the items. The toys must remain in the box until the child goes home and then the box cleaned with Milton, before letting another child take it home. Resources must be sterilised before and after use, if being shared between rooms. Resources should be cleaned or sanitised daily. 		
8	Banned activities to reduce risks	COVID-19	Staff Learners Children	M	L	L	<ul style="list-style-type: none"> The nursery are now allowed to use public open spaces for woods trips as long as the area is not too busy, however all other trips are cancelled until further notice. Self-service of food and snack with tongs and utensils only. Cooking may take place as long as the appropriate precautions are considered. Ideally food that requires cooking is preferable 	A	

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							<ul style="list-style-type: none"> Children will be allowed access to paint (no hand or body painting) as long as it is cleared after every use. Messy play can be used however this must be disposed of at the end of the day and anything associated with the activity thoroughly cleaned. The children must either wash or sanitise their hands both before and after the activity. Water play may be offered, however it must be changed at the end of the day and all articles used in it must be thoroughly cleaned and disinfected. Tooth brushing will not take place for the foreseeable future 		
9	The return of clinically extremely vulnerable staff	COVID-19 Safeguarding	Staff Children Parents	H	M	H	<ul style="list-style-type: none"> Staff returning to work who have been considered clinically extremely vulnerable require a back to work meeting with either the Nursery Manager or HR Manager prior to their shift. They will also have a specific RA written to suit their individual needs to be reviewed when there is changes to the guidance 		A
10	Communication for staff	Information sharing of COVID-19	Staff	L	L	L	<ul style="list-style-type: none"> Staff communication with ongoing updates through email. This includes government guidance, HR information, policies and risk assessment updates. 		A

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							<ul style="list-style-type: none"> Staff advised what symptoms to look out for in line with government guidance for COVID-19. Posters detailing NHS and government guidance will be displayed throughout the setting and on the front door. HR to record who she has had meetings with in the office for track and trace purposes All teams to review RA on a monthly basis or whenever an update has been made. 		
11	Communication to parents	Information sharing of COVID-19	Staff Children Parents	L	L	L	<ul style="list-style-type: none"> Parent informed when government guidance changes and updates on nursery guidance and any confirmed cases. Posters detailing NHS and government guidance displayed throughout the setting. Regular written communication will be sent out to keep parents informed of any changes 	A	
12	Isolating of possible cases	COVID-19	Staff Children Parents	M	M	M	<ul style="list-style-type: none"> Where possible the nursery will utilise Linda's office at CH, Emma's office at RM and Tracy's office at the Stadium for any child displaying Coronavirus symptoms so they can be isolated from the other children. Member of staff with child to wear PPE. Once the child is sent home the area will need to be deep cleaned (PPE worn). 	A	

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							<ul style="list-style-type: none"> Government guidance will be followed with self-isolation. PPE includes gloves, apron and face mask/shield, especially when there is a risk of splashing to the eyes, e.g. coughing, spitting, or vomiting). Staff to be aware of symptoms and follow government guidance of self-isolating. Return to work form completed on return when symptom free. If swab test comes back negative, staff and children can return to the nursery. If Parents and staff have been for a test they must produce a copy of the negative test result before returning to the nursery or isolate for the required isolation period. 		
13	Building – temporary closure	COVID-19	Staff Children Parents	M	M	M	<ul style="list-style-type: none"> If the nursery is forced to close due to having a local lockdown, or is closed for any other reason, once they are due to re-open the Nursery Manager must put the hot water systems back on and flush the full system before use and complete final checks that the building is safe for use. 	A	
14	Suppliers	Low stock	Staff Children Parents	L	L	L	<ul style="list-style-type: none"> Settings to monitor PPE stock weekly and order early to avoid low stock. 	A	

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15	Contractors and maintenance staff in the building		Staff Learners Children	L	L	L	<ul style="list-style-type: none"> Contractors and maintenance staff are limited access to nurseries to avoid unnecessary contact with others. Social distancing and government guidance applies for those attending the nursery and if unable to abide by these rules, they will be asked to leave and carry work outside of nursery opening hours. Visitors which include contractors and outside maintenance staff are required to complete visitor's record including the information requested for 'track & trace' Visitors and contractors will be asked to wear a face covering. 		A
16	Wellbeing of Staff and children		Staff Learners Children	L	L	L	<ul style="list-style-type: none"> Support children's wellbeing whilst at nursery, providing them with routine and structure, maintaining good communication with parents to keep consistency between home and nursery. HR will be available to talk to any staff member who may need some support. 		A
17	Hygiene and infection control						<ul style="list-style-type: none"> Pens, phones and tablets to be cleaned down after every use 		

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	Good practise with regards to all staff						<ul style="list-style-type: none"> • Staff can wear a visor or face covering when handing over to parents if they so wish. • Printer is restricted to admin use only. Any printing to be sent and Admin will print at set times. • Staff toilets will be sanitised at lunch time and again in the evening. Records to be kept. • Antibac spray and blue roll will be placed in each toilet for staff to sanitise the door handles, flusher and taps after using it • All kitchens will be cleaned down at lunchtime and in the evening as part of the cleaning regime • A list of cleaning requirements will be issued and the Nursery Manager will delegate these and ensure they are carried out on a daily basis • The cleaning company who come into the nursery in the evenings will have a tick list of areas to clean and will sign these off once they have been completed every night. 		
							<ul style="list-style-type: none"> • Frequent cleaning with antibac to be undertaken especially highly used areas such as door handles, bannisters, phones, tablets, toilets, 		

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							<p>sinks/taps, tables, chairs, desks, light switches, key pads.</p> <ul style="list-style-type: none"> All staff to ensure record keeping forms are filed in the COVID-19 file. Hands to be sanitised following using the outside bins before touching any doors handles. 	
18	Hygiene and infection control Good practise with regards to admin staff						<ul style="list-style-type: none"> Admin staff will have a plastic screen to help limit contact in the main offices at CH only Admin staff can wear face coverings when dealing with parents if they so wish Where possible if the admin team need to "hot desk" the surfaces must be sanitised between use. Records to be filed in the COVID folder 	

Key to result: T=Trivial risk A=Adequately controlled N=Not adequately controlled U=Unable to decide, further information required

Risk Rating: Once the likelihood and severity have been determined, the risk can be calculated below (AxB)			
	Likelihood (B)		
Possible Severity (A)	L	M	H
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High