

Risk Assessment Cuddles Day Nursery Ltd

Sheet No	Date of assessment 17/05/2021	Activity/Process COVID-19				Location Cuddles Day Nursery Ltd		Assessed by L Duly	Review Date 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. • All households are eligible for LFD testing. 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. • 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. There is a virtual tour of the nursery on the website for parents to access. • The nursery is aware of the latest local Covid 		A

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							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, unless they are exempt from wearing one. 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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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, their allocated staff area or the outside area trying to abide by the social distancing guidance. • Ratios maintained to the occupancy of the nursery • Ideally the outside area will be used for settling-in sessions however if this needs to take place 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. • During settling-in sessions parents and staff must wear a face covering both inside and out. • Staff to ensure they are socially distanced from staff not in their 'bubbles' when inside. • Where staff are required to work across bubbles they will be asked to take LFD Tests. 		A

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							<ul style="list-style-type: none"> Staff will be required to wear face coverings when walking around the setting. 	
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. 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 on school collections and drop off should maintain 2 metre distancing from other parents and carers and wear face covering/extra precautions where 2 metres is not possible. 	A

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							<ul style="list-style-type: none"> • 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. 		
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, children's bathroom cleaning and hot spot cleaning. Cleaning will be carried out once a day, approx middle of the day and again by external cleaners at the end of the day at CH&RM • Children's bathrooms should be fully cleaned at lunchtime • 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. 		

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							<ul style="list-style-type: none"> Staff are expected to wear fresh clean uniform and a clean face mask daily. Staff to sanitise hands when entering and leaving their rooms. Bedding to be washed once a week on a temperature of 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. Nursery all-in-ones used for outdoor play should only be washed at the manufacturers recommended temperature to avoid shrinkage. 	
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 lunch and tea time. Continue to remove waste regularly from the building in black bags for all general waste. Pedal operated tissue bins to be emptied at the end of the day, or sooner if they are full. 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, 	A

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							<p>eyes and nose where possible.</p> <ul style="list-style-type: none"> 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 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. Staff to use free flow methods to ensure children are spread out during free play time. At CH the Hornets, Wilys and Batwings can play together outside. Wilys and Hornets can do free flow together in large garden. Afterschool only, when the gates are open to allow parents to collect their children the afterschool children may play outside in either RATs garden or the football cage as long as a member of staff stands at the gate. At RM all children who are in the same bubble may play outside together. Communal areas to be restricted as much as possible, avoiding groups passing in corridors. 	A

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							<ul style="list-style-type: none"> Care routines including provision of meals, nappy changing and toileting will be within the same room. 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 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. 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. Children's coats, hats, waterproofs and wellies can be taken home daily and will not be sanitised 	A

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							<p style="background-color: yellow;">when brought in, as well as drinking cups.</p> <ul style="list-style-type: none"> Resources must be sterilised after use, if being shared between rooms. Resources should be cleaned or sanitised once a week. Soft furnishings such as rugs, cushions etc. can be reintroduced. They should be washed or cleaned once a week. 	
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. Self-service of food and snack with tongs and utensils only. Cooking may take place as long as the appropriate precautions are considered. Children will be allowed access to paint (no face painting) as long as it is cleared after every use. Body painting is now allowed. Messy play can be used however the children must either wash or sanitise their hands both before and after the activity. Anything associated with the activity must be thoroughly cleaned at the end of the day. Messy play 	A

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							<p>resources can be used for a maximum of a week but not be shared with another room.</p> <ul style="list-style-type: none"> Water play may be offered, however it must be changed at the end of the day. All equipment used must be thoroughly cleaned. 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/Breathe. This includes government guidance, HR information, policies and risk assessment updates. 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. All teams to review RA on a monthly basis or 	A

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							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"> Parents informed when government guidance changes and updates on nursery guidance and any confirmed cases. Posters detailing NHS and government guidance displayed throughout the setting. 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, Nursery Managers office at RM and Nursery Managers 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). 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. 	A

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							<ul style="list-style-type: none"> If PCR 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. <p>As per government guidance Lateral Flow tests should not be carried out on children below 11 years old. Lateral Flow test results are not accepted as evidence of negative COVID for child/parent or staff for symptomatic individuals.</p>		
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	
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. Visitors which include contractors and outside maintenance staff are required to complete 	A	

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							visitor's record including the information requested for 'track & trace' • Visitors and contractors will be asked to wear a face covering.	
16	Wellbeing of Staff and children		Staff Learners Children	L	L	L	• 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 Good practise with regards to all staff						• Pens, phones and tablets to be cleaned down daily • Staff must wear a face covering when handing over to parents. • When staff are using the photocopier, they must sanitise their hands before touching the panel. • Staff toilets will be sanitised at lunch time. Records to be kept. • All kitchens will be cleaned down once a day as part of the cleaning regime • A list of cleaning requirements will be issued and the Nursery Manager will delegate these	

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							and ensure they are carried out on a daily basis <ul style="list-style-type: none"> 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"> Daily cleaning with antibac to be undertaken especially highly used areas such as door handles, bannisters, phones, tablets, toilets, sinks/taps, tables, chairs, desks, light switches, key pads. All staff to ensure record keeping forms are filed in the COVID-19 file. 	
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 must wear face coverings when dealing with parents. 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)

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Possible Severity (A)	L	M	H
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High