

Risk Assessment Cuddles Day Nursery Ltd

Sheet No	Date of assessment 19/05/2021	Activity/Process COVID-19				Location Cuddles Day Nursery Ltd			Assessed by F Morgan	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, tested negative with PCR 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, details will be retained in the diary for contact tracing purposes. 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 	A
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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. • There will be phased return to dropping off and collecting from their classroom. • Parents to avoid congregating at the classroom and nursery door • Parents to choose 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
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. • Ratios maintained to the occupancy of the nursery 		A

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							<ul style="list-style-type: none"> During settling-in sessions parents and staff can choose if they wear a face covering both inside and out. Staff can choose 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"> If public transport is necessary, current government guidance on the use of public transport must be followed. Staff are asked to not wear uniform if travelling on public transport and to change before. Ensuring they are wearing clean uniform each day. Staff on school collections and drop off can choose to wear face covering. 	A
6	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 	

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							<ul style="list-style-type: none"> Antibacterial spray and gel is available for use in all rooms. Staff are expected to wear fresh clean uniform daily. Try to have one cot per child where possible with mattresses being wiped down after each use. 		
	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. 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. 	A	
7	Equipment / Environment	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. Resources should be cleaned or sanitised once a month. 	A	

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							<ul style="list-style-type: none"> Soft furnishings such as rugs, cushions etc. can be reintroduced. They should be washed or cleaned fortnightly. 	
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. 	A
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 whenever an update has been made. 	A

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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 or 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"> Visitors which include contractors and outside maintenance staff are required to complete visitor's record including the information requested for 'track & trace' 	A	

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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 Good practise with regards to all staff						<ul style="list-style-type: none"> • Staff can choose to wear a face covering when handing over to parents. • 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 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"> • 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. 		

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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 choose to 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 			
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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