St. Paul's Community Development Trust Risk Assessment

Department	Task	Location	Assessed by		Date	Review Date
St Paul's Nursery	Phased reopening COVID-19	St Paul's Nursery	Tracey Newton	Jasmine Norris	21 May 2019	Continuous/Weekly

Hazard	Who is at Risk	Severity x Likelihood =Risk S x L = R			Existing Control Measures	Residual Risk		
Children and staff attending the setting	C	4 3	1 3	4 9	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made.	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	• All children and staff attending nursery and members of their house hold must be symptom free and any child showing symptoms while at nursery will be isolated and sent home immediately. • Children who have had any symptoms cannot attend until the required isolation period is completed or they have a negative test. • Carers must notify the nursery of any symptoms of child or household members. • Symptoms and isolation recorded on register to ensure isolation periods completed. • All carers have been provided with a copy of the nursery COVID -19 Operational Procedures and expectations for children returning to nursery. • All parents will be provided with updated copy of COVID-19 Operational Procedures and expectations as they change and before they return to nursery. • Carers asked about medication taken, temperature, symptoms and members of household on arrival. • There will be a cap on numbers of children to facilitate bubbles and ensure safety of all as we implement new measures and procedures. • Number of children in nursery will be capped to two bubbles initially. Any increase in number of children and/or bubbles will be reviewed as part of the weekly risk assessment. • Where necessary, children's hours and days have been reduced or changed to support system of working in bubbles, staggered arrival and leaving times and additional cleaning time. • Staffing levels within the building will be limited to ensure only those required to care for expected occupancy levels and day to day running will be in attendance.	4 3	1 2	4 6
Social distancing/being together	C	4 3	1 3	4 9	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made.	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	• Staff and children will be organised into small bubbles of mixed ages within the setting and these bubbles will be physically distanced from one another. • Wherever possible staff and children will remain in these bubbles and will not mix during the day. • Siblings and staff with children attending will be placed in the same bubble.	4 3	1 2	4 6

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					• Care routines including sleep, meals, nappy changing and toileting will be within the space allocated to each bubble. • All outside areas on site will be fully utilised and time tabled to ensure bubbles are not mixing. • Staff members should avoid all physical contact with one another unless in an emergency situation. • Social distancing must be maintained during breaks and staggered, or in different areas if necessary, to achieve this. • The use of communal internal spaces will be restricted. • Where possible meetings and training will be conducted through virtual conferencing. • Members of the public will not be allowed on site • Only one carer per family allowed on site to collect or drop off children and timings will be staggered if necessary. • Brunswick Road gate will remain locked to prevent members of the public walking through the site. • The front wooden door set to only open from internal button with doorbell for carers to avoid anyone entering unnecessarily. • Signs indicating only one carer at a time will be allowed in either the reception area or the covered area. • Social distancing signs on fence for carers waiting to drop off or collect their child. • Carers entering the nursery for the purpose of settling in a new child or in an emergency must spray footwear, wash hands as per guidelines and socially distance from other children and staff members.			
Drop off & collection	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating • Only carers who are symptom free and/or have completed the required isolation period or had negative test can drop off or collect their child. • Drop off and collection will be done at internal entrances to the nursery. • Wherever possible staff must social distance from carers at drop off and collection times. • Drop off & collection times to remain brief & feedback regarding child's day will be sent electronically. • Social distancing must be maintained as detailed above wherever possible.	4 3 4 3	1 2 1 2	4 6 4 6
Snack & Meal times	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • Staff & children's hands will be washed thoroughly for 20 seconds prior to and after any eating or drinking. • Free access snack bar replaced by supervised snack time within each bubble. • Free access to water replaced by continuous provision of drinks from staff throughout the day. • Children will eat within the designated area of their bubbles. • Meals and snacks brought through from kitchen for each bubble and served by staff from the relevant bubble. • Children will be spaced at tables to reduce ability to touch or cough over one another's meals, utensils etc.	4 3 4 3	1 2 1 2	4 6 4 6

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					• All Food Hygiene procedures followed as previously. • Packed lunches brought from home must be sanitised before storing in the caterpillar room fridge.			
Activities & Resources	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Resources minimised to enable effective cleaning. • All resources washed and/or sterilised daily and not shared by bubbles before being fully cleaned. • Resources such as books that cannot be washed but be stored after use for a minimum of 7 days. • Malleable resources such as playdough and goop disposed of daily. • Removal of resources that cannot be cleaned, replaced or disposed of. • Individual activity risk assessments updated. • All activities risk assessed formally and continuously throughout the day. • Equipment used by staff such as stationery, tablets etc. should be allocated to individual staff members and cleaned regularly or where this is not possible, sanitised between use.	4 3 4 3	1 2 1 2	4 6 4 6
Safeguarding & Child Protection	C	4 3	2 3	8 9	• Current Government Guidance followed at all times and setting procedures followed at all times and all concerns to be documented and reported as appropriate. • Staff to be vigilant and aware of impact that COVID-19 will have had on many children and their families • Ongoing contact with families and staff members who have not returned to nursery to continue and support provided as necessary.	4 3	1 2	4 6
Emotional and mental wellbeing	C Ca S	3	3	9	• All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • Emotional wellbeing of children and staff must remain a priority at all times when making changes and decisions • Children supported in age appropriate ways to understand keeping themselves safe in relation to infection control. • Children supported to understand the changes and challenges encountered as a result of changes made. • All parents kept informed of procedures and any changes. • Feedback of child's day will be sent electronically to parents. • Parents are encouraged to phone staff throughout the day should they feel this is necessary. • Ongoing contact with families and staff members who have not returned to nursery to continue and support provided as necessary. • Staff will be given regular opportunities to share concerns and suggestions about changed ways of working and concerns about children in their care.	3	2	6
Poor Communication	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• All carers have been provided with a copy of the nursery COVID -19 Operational Procedures and expectations for children returning to nursery. • All parents will be provided with updated copy of COVID-19 Operational Procedures and expectations as they change and before they return to nursery. • Feedback of child's day will be sent electronically. • Carers of children attending the nursery to download footsteps app for this purpose. • Carers will be asked to sign a declaration to confirm that they understand the procedures and processes in place.	4 3 4 3	1 2 1 2	4 6 4 6

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					• Where discussions are needed with carers these will be done on the phone or through zoom. • All staff working will formally review the procedures, risk assessments and any necessary changes throughout the week. Un-furloughed staff will be invited to participate in these through Zoom or Teams app.			
Travel	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • Wherever possible staff and carers to travel to the nursery alone or with member of their own household, using their own transport. • Where public transport is necessary, current guidance on the use of public transport must be followed. • Carers must not leave pushchairs, car seats, scooters etc. in the setting and should be taken off site or secured to fence outside the nursery. • Outings off site will not happen. Resources on site will be fully utilised.	4 3 4 3	1 2 1 2	4 6 4 6
Poor Hand Washing	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • All children and staff must wash their hands on arrival at the nursery and when leaving. This must also be done by staff when they before and after breaks. • Children and staff members must wash their hands frequently throughout the day – this will always be done after using toilet or changing children, before and after eating or serving meals and snacks, when changing rooms and after removing any PPE. • Hands must washed for 20 seconds with running water and soap and dry them thoroughly or where this is not possible to use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Children will be supported in doing this as necessary and their learning will be reinforced through play, songs and repetition. • Children and staff will be encouraged as appropriate to not touch their mouth, eyes or nose. This message will be reinforced through play, songs and repetition.	4 3 4 3	1 2 1 2	4 6 4 6
Clothing	C Ca S	4 3	1 2	4 6	• Children and staff expected to wear freshly laundered clothes every day. • Staff to have freshly laundered lanyard each day. • Children and staff using public transport expected to change into clean clothes on arrival to the setting. • Children and staff shoes will be sprayed with disinfectant spray on arrival to the setting. • Each bubble will have their own storage area for children and staff's coats. • Before entering the nursery, all staff must adhere to the following: Jewellery restricted to a maximum of one plain band ring and small stud earrings or sleepers. No watches or bracelets Hair worn fully off the face and hair fastenings discrete and plain. Finger nails must be clean, short and natural.	4 3	1 1	4 3

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Personal items	C Ca S	4 3	1 2	4 6	• Staff must lock all personal items in lockers provided and not be brought into the nursery • Children should not bring in bags or unnecessary personal items on a daily basis (unless for medical needs). • Supplies of nappies, wipes and clothes, dummies, bottles etc. must be brought in as complete packs and stored permanently at the nursery. • Children must not bring items from home into the setting unless absolutely essential for their wellbeing.	4 3	1 1	4 3
Cleaning	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • See St Paul Community Development Trust Risk Assessment • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • Disposable gloves and aprons must be worn while cleaning. • Furniture, surfaces and toilets being used cleaned and sanitised twice a day. • Where possible, toilet seats and flush handles will be sanitised after each use and toilet seat lids closed before flushing. • Floors swept and sanitised once a day. • Carpets sprayed with disinfectant spray once a day. • Touchpoints and hand washing facilities will be cleaned and sanitised twice a day at minimum.	4 3 4 3	1 2 1 2	4 6 4 6
Waste disposal	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • All waste disposed of in a hygienic and safe manner. • Used tissues must be immediately disposed of. • Catch it, bin it, kill it approach must be continuously promoted. • Waste bins emptied as necessary throughout the day. • Current bins replaced with pedal bins. • Where a child or staff member shows symptoms all cloths, mops and PPE used must be double bagged, labelled with date and stored in external waste bin for 72 hrs before leaving site.	4 3 4 3	1 2 1 2	4 6 4 6
Laundry	C Ca S	4 3	1 2	4 6	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • All items within the setting requiring laundering will be washed in line with NHS laundry guidelines. • Laundry baskets cleaned and sanitised between each use. • Items such as towels, flannels and bedding must not be shared by children between laundering.	4 3	1 1	4 3
PPE	C	4 3	1 3	4 9	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made.	4 3	1 2	4 6

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	Ca S	4 3	2 4	8 12	• PPE worn as normal for nappy changing and administration of first aid. • Gloves provided for staff members to use for individual tasks should they feel this is needed. • Full PPE must be worn by staff member if with a child who is showing symptoms while waiting for carer to collect them.	4 3	1 2	4 6
Building	C Ca S	4 3	1 2	4 6	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • Appropriate Health and Safety checks, including legionnaires checks conducted prior to the nursery reopening. • Windows open wherever possible to ensure proper ventilation. • Lift must not be used unless essential.	4 3	1 1	4 3
Communal Areas	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • Sanitising spray provided in staff toilets for staff to clean seat and flush handle after use. • Toilet lid closed before flushing. • Alcohol gel provided throughout the building. • Touch points sanitised regularly throughout the day. • Staff must adhere to social distancing at all times when using the office and staff room.	4 3 4 3	1 2 1 2	4 6 4 6
Supplies	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • Regular stock checks carried out by maintenance staff. • Supplies of PPE and cleaning materials stored within each bubble's area out of reach of children. • Difficulties acquiring essential supplies for infection control will result temporary closure until supplies acquired.	4 3 4 3	1 2 1 2	4 6 4 6
Suspected COVID-19	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as staff return from furlough and further changes are made. • Posters regarding symptoms and PPE displayed for reinforcement. • Children or staff displaying symptoms must go home immediately. • Children or staff displaying symptoms will not return until negative test result or isolation period completed. • While waiting collection, children displaying symptoms will be isolated, with any siblings in isolation room with windows open and collected immediately. • The staff member responsible for the child during this time should be a staff member from their bubble.	4 3 4 3	1 2 1 2	4 6 4 6

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					• Staff member isolating with a child must wear full PPE of a fluid-resistant surgical face mask, face shield, disposable gloves and apron. • PPE should be properly put on and removed as per guidance. • If clinical advice is needed, the setting staff or carer should go online to NHS 111 (or call 111 if they don't have internet access). • Following collection, the isolation room should be thoroughly cleaned by staff member in full PPE. • Cloths used must be double bagged with PPE and kept in external waste bin for 72 hours before being placed in normal waste collection. • Mops and buckets used must be soaked in a bleach solution. • Waste bin for this purpose must be outside of the building, away from children's access and clearly labelled. • If a child or staff member, displaying symptoms, uses the bathroom before leaving the building the bathroom should be cleaned and sanitised before being used by anyone else. Full PPE should be worn while doing this. • Resources that have been used that day within the bubble must be removed for cleaning and sanitising immediately and bubble's area cleaned. • If a child or member of staff tests positive, the rest of their bubble at the setting will be sent home and advised to self-isolate for 14 days. • Any positive case reported to Public Health England.			
New admissions	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Admission and enquiry forms for new children will be emailed to carers, completed online and returned electronically. • Discussions regarding admissions will be done over the phone or through zoom. • Prospective parents will be shown the setting through zoom or whats app. • Carers entering the nursery for the purpose of settling in a new child or in an emergency must spray footwear, wash hands as per guidelines and socially distance from other children and staff members.	4 3 4 3	1 2 1 2	4 6 4 6
Visitors	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	• Attendance in the setting restricted to children and staff as far as practically possible. • Essential visits (e.g. maintenance) made outside of the nursery operational hours where possible. • New carers enquiring about a nursery place will be shown the setting virtually through the use of social media.	4 3 4 3	1 2 1 2	4 6 4 6