

Tiddly Winkers Covid 19 Risk Assessment

What are the hazards?	Who might be harmed	Controls required	Additional controls	Action by? Action by when?
Staff training	Staff/children/parents/ visitors	<p>All staff will undertake Covid 19 training before coming back to work.</p> <ul style="list-style-type: none"> – Covid 19 online training by WHO (World Health Organisation) <p>Staff members will be reminded to follow the public health advice - this will be printed and all staff will have easy access to it</p> <p>Poster and leaflets will be displayed in hallways and corridors visible to staff and parents</p>	<p>All staff members will get a run through the safety procedures before the nursery reopens so that all staff are confident and fully understand what's expected of them</p> <p>Manager will check daily to ensure advice is current and update staff/parents when necessary</p> <p>Staff will under take additional COSHH training online</p>	<p>Manager</p> <p>End May 2020</p>

Parent training	Staff/children/parents/visitors	<p>Parents who wish to return to nursery will receive a letter to explain how the nursery has made adaptations due to Covid 19.</p> <p>Parents will sign a form to state that they are fully aware of the protocol in case of their child becoming unwell with Covid 19 like symptoms</p> <p>Parents will be asked to confirm contact details in the event of emergencies</p>	<p>Parents will be encouraged to suggest any changes they may feel which could help the nursery to stay safe and improve our procedures</p>	<p>Manager</p> <p>On-going</p>
PPE	Staff/children/parents/visitors	<p>The nursery will provide adequate PPE for all the staff. There is no rule for PPE therefore we will continue to use aprons and gloves to maintain PPE processes in the nursery. These will be</p>	<p>Manager will check daily to ensure the PPE advice is current</p> <p>Manager will check daily that PPE (aprons/gloves) supplies are available</p>	<p>Manger</p> <p>On-going</p>

		<p>used during specific reasons;</p> <ul style="list-style-type: none"> – Feeding – Personal care – Medicine administration – Around a child who's taken unwell in the nursery <p>These must be worn at the start of the routine and took of immediately after and disposed in the bin.</p>	<p>Staff will be advised how to correctly put on and take off PPE</p> <p>Staff will be reminded that wearing gloves in not suitable for good hand hygiene, and that washing hands for 20 seconds frequently is more effective</p>	
Handwashing		<p>Handwashing posters will be displayed throughout the nursery and staff will be advised to wash their hands with soap and water, or hand sanitiser if soap is not available;</p>	<p>Antibacterial soap will be purchased for the nursery</p> <p>Manager will check supplies daily</p> <p>Designated staff will disinfect manual hand sanitisers after each use</p>	<p>Manager</p> <p>End May 2020</p>

		<ul style="list-style-type: none">- When staff arrive at the setting and before they leave the setting- Before and after handling food, feeding a child, or eating- Before and after using the toilet, changing a nappy, or helping a child use the bathroom (also wash the child's hands after helping the child use the bathroom or changing their nappy)- After helping a child wipe their nose or mouth or tending to a cut or sore		
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		<ul style="list-style-type: none"> – Before and after giving medicine to a child – After handling waste baskets or rubbish – Washing a child's hands on arrival at the setting and before they go home <p>This will be printed and easy for staff to access to and read</p>		
Staff uniform		<p>Staff are required to wear their normal uniform</p> <p>All staff will be advised to take their uniform off when home and wash it on the highest temperature if possible. Staff will also be advised to shower as this will</p>	Checking to see if additional uniforms can be provided for staff members	<p>All staff</p> <p>On-going</p>

		minimise cross infection risk.		
Travelling to work	staff/children	<p>Staff will be advised that if they travel to work using public transport they must follow the guidelines and social distancing measures</p> <p>Staff will be advised if they car share with people who are not part of their household, they should share with the same people and with a minimum number of people at one time. Good ventilation and trying to sit away from each other could help with minimising the risk of transmission</p>	<p>Staff have to use hand sanitiser when arriving to the nursery to remove any germs</p> <p>Transport guidelines will be checked daily to ensure their current</p>	<p>Manager</p> <p>On-going</p>
Staff arriving at work	Staff/children/parents/visitors	Staff to use sanitising gel at front door when entering the building	Disinfectant spray will be put at the front of the building as well as back	<p>Manager</p> <p>On-going</p>

		<p>Staff to wipe shoes with disinfectant spray and blue roll</p> <p>Blue roll to be put into bin at front door</p> <p>Staff will have temperature taken on entering building (exclusion for 37.8 degrees or above)</p> <p>Staff will have an option to change before and after their shift, in the back toilet where disinfectant spray will be available</p>	<p>door for staff to use before entering building</p> <p>Staggered starting times to prevent build-up of staff in any area</p> <p>Staff visually check and keep 2 meters apart if needed to wait</p>	
Children arriving at nursery	Staff/children/parents/visitors	<p>Parents will line up along the wall at the car park gate keeping 2 meters apart following the ground markings</p> <p>Designated staff will come and meet the parent/carer and the child at the gate where the</p>	<p>The parent will be asked if child has had any medicine before coming to nursery</p> <p>Currently discussing if we can get a doorbell for the gate so that we know someone is getting dropped off/collected</p>	<p>Manager</p> <p>End May 2020</p>

		<p>child will have their temperature taken and if above 37.8 they will not be allowed to come to nursery</p> <p>Parents/carers will not enter the building</p>		
Children's belongings	Staff/children/parents/visitors	<p>Parents will be asked to bring a couple sets of spare clothes in a plastic bag, which will stay in the nursery</p> <p>Parents will be asked not to bring any unnecessary items from home e.g. toys, blankets</p>	Parents will be asked to leave a bulk of supplies when child returns to nursery e.g. wipes, nappies and creams	<p>Manager</p> <p>On-going</p>
Activity planning	Staff/children/parents/visitors	All staff to discuss activity planning and remove activities which have the potential to promote cross contamination e.g. soft toys which can-not easily be cleaned should	Staff to review planning daily and weekly for the near future	<p>All staff</p> <p>Weekly</p>

		<p>be removed from rooms, sand and water play should be removed for the foreseeable future, reduce the quantity of toys such as books, jigsaws, art supplies etc to facilitate cleaning and turnover of activities</p> <p>Outdoor time to be increased if weather permits and windows to be opened in playrooms to keep fresh air circulating while children are playing</p>		
Mixing of age groups	Staff/children/parents/visitors	<p>Information can be found at; https://www.familysupportni.gov.uk/Content/uploads/userUploads/COVID-19%20ADVICE%20FOR%20DAYCARE%20PROVIDERS%200804.pdf</p>	<p>The Manager will ensure children's safety and needs are being met by reviewing daily to ensure suitable staff to child ratios are appropriate</p> <p>Manager to review guidelines daily to adapt</p>	<p>Manager</p> <p>Daily</p>

		<p>Very young children may be divided into smaller groups, and where possible, mixed with their older siblings</p> <p>Children of different ages may be mixed to have smaller groups 2 staff members in a room, ratios of staff to children should ensure safe care, and meet children's needs</p>	<p>playroom numbers as guidance changes</p>	
Social distancing	Staff/children/parents/visitors	<p>Children</p> <p>Keeping small children apart will not always be possible, however we will try our best to practise to following measures;</p> <ul style="list-style-type: none"> - Set up table-top activities, keeping the activities spaced out - Split the room into distinct areas and 	<p>Parents and staff will be advised to make suggestions for improved ways of maintaining social distancing</p>	<p>All staff</p> <p>Daily</p>

		<p>encourage children to stay in one area at a time, rather than running around</p> <ul style="list-style-type: none">– Sleep mats should be spaced out at 2 metre intervals– Children should be spread out over more tables for eating <p>Staff</p> <ul style="list-style-type: none">– Staff to operate staggered shifts to reduce the number of workers on site at any one time– Staff to stay in set rooms and phone office for anything needed for the room		
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		<ul style="list-style-type: none"> – Breaks and lunches will be staggered to prevent high numbers in the staff room over break and lunch times (only 2 staff member in staff room at any time) – Staff to inform office if they need to leave their room, to prevent cross contamination when passing in corridors. 		
Cleaning	Staff/children/parents/visitors	Continuous cleaning and disinfecting of toys, surfaces, floor areas etc will be done using the appropriate cleaning products	<p>Check weekly that cleaning products are effective</p> <p>Read cleaning products label to ensure their being used correctly</p>	<p>Manager</p> <p>Weekly</p>

		<p>Staff will clean and disinfect all room and playground equipment throughout the day when finished</p> <p>On an hourly basis (or more regularly at busy times) the designated staff will disinfect high use surfaces and equipment outside rooms and playground e.g. door handles, light switches, hallway banisters</p> <p>Staff in rooms will ensure all surfaces and toys are disinfected at the end of the day and the room is prepared for the next day</p> <p>The cook will ensure the kitchen area and check weekly that catering equipment is sterilised</p>	<p>Ensure supply of cleaning products</p>	
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		regularly throughout the day		
Sick child or adult	Staff/children/parents/visitors	<p>Staff and children have temperature checks using a contactless thermometer to minimise cross contamination</p> <ul style="list-style-type: none"> – on arrival at the nursery building – Every 3 hours during the day – Before leaving the building <p>Where either a child or adult has a temperature above 37.8 degrees they must stay at home, or go home and seek medical advice if they have already entered the building</p> <p>Children or adults who develop a new continuous cough, sneezing or</p>	<p>Parents will be advised to check their child's temperature before bringing them to nursery, and keep them at home if they have any concerns</p> <p>If a child or adult is waiting to be collected from the nursery, they should be moved, if possible, to an empty ventilated room where they can be isolated until collected</p> <p>If this is not possible, they should be moved to an area which is at least 2 metres away from other people</p> <p>Parents must consider their child's health and their risk of infection</p>	<p>Manager</p> <p>On-going</p>

		<p>difficulty in breathing must stay at home, or go home and seek medical advice as soon as symptoms develop</p> <p>If a child's symptoms are severe, the manager will telephone the parent and call 999. If a staff displays severe symptoms, the manager will call 999. If a member of staff has helped someone who was taken unwell with a new, continuous cough or high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with</p>	<p>before sending them to nursery e.g children with asthma, parents should check with their doctor for advice as severe asthma is in the high risk category. Asthma also presents as coughing and would cause concern amongst parents and staff</p>	
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		symptoms has left will reduce the risk of passing the infection onto others		
Collection of children	Staff/children/parents/visitors	<p>Parents will wait at the gate at the carpark and line up against the wall keeping 2 meters apart following ground markings</p> <p>Parents to stay 2 meters away from each other and follow the ground markings, as well as lining up against the wall to avoid passing with other parents</p> <p>The child will be taken to the front door where their hands will be sanitised and temperature taken</p> <p>Designated staff will bring the child out to the parent at the gate</p>	Currently deciding whether as it will be the manager who will bring the children out to their parents or a staff member from the same room	<p>Manager</p> <p>On-going</p>

		Feedback will be all on my nursery pal app for parents to view		
Visitor and suppliers	Staff/children/parents/visitors	<p>Visitors will be kept to absolute minimum during the Covid 19 pandemic</p> <p>Shopping delivery will unload the crates at the back door and a designated staff member will bring them into the kitchen</p>	<p>No nursery viewings will be possible for the time being</p> <p>If we cannot get deliver slots for shopping designated staff member will have to get groceries and bring them to nursery</p>	<p>Manager</p> <p>End May 2020</p>
Staff leaving work	Staff/children/parents/visitors	<p>Staff will be encouraged not to take any equipment home from nursery e.g. pens</p> <p>Staff will be encouraged to clean down items like phone and car keys before going home</p>	<p>There will be a bottle of disinfectant available at the door where staff can spray their shoes down before leaving</p>	<p>All staff</p> <p>On-going</p>
Insurance protection	Staff/children/parents/visitors	<p>Nursery insurance have informed us that they do cover us for any claims</p>		<p>Manager</p> <p>End May 2020</p>

		related to coronavirus outbreak		
Paperwork	Staff/children/parents/visitors	<p>Paperwork will be reduced during the pandemic to minimise cross-contamination</p> <p>Children daily information is all on the my nursery pal app therefore no sheets need to be send home with children</p>		<p>All staff</p> <p>End May 2020</p>
Policy changes	Staff/children/parents/visitors	<p>Due to Covid 19 we have updates some of our policies;</p> <ul style="list-style-type: none"> - Infection control - Absence of manager - Management of medicines - Sickness policy <p>These have all been updated and parents will be able to read them on our website</p>	We will look into updating other policies as we progress through the pandemic	<p>Manager</p> <p>On-going</p>

<p>Mental health and wellbeing</p>	<p>Staff/children/parents/visitors</p>	<p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Staff are able to access information on - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Staff are always encouraged to raise any issues they have immediately with management team</p> <p>We will encourage an atmosphere to support both children and staff</p>	<p>Manager</p> <p>On-going</p>
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