A Covid Policy has been composed to support this Risk assessment.

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| **Risk/ potential hazard**  | **Level of risk;** | **What has been implement?** | **Additional comments or measures implemented**  | **Date complete**  |
| **COVID-19****Children on site** | **Medium** | * UK Government guidance being followed
* The DFE guidance “Early years and childcare COVID-19 guidance is being followed
* Record kept of all attendees
* All children wash hands regularly singing happy birthday twice
* Parents do not enter classrooms
* Parents wash children’s hands on entry before handing over to staff
* Always in line with staff to children ratios
* Information posters are present across site on hygiene
* Regular cleaning of frequently touched areas
* Parents inform nursery a week before if child is attending
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| **Parents entering building** | **Medium** | * Parent/ carers will be limited to two people to collect during this pandemic and only one person each time.
* Parents/ carers are required to report any signs/ symptoms of coronavirus and self-isolate as instructed according to current and up to date government guidance.
* Parents must ensure they and their children wash their hands thoroughly when arriving at the nursery. If gloves are worn, hands must still be washed on arrival. Where hand washing is not possible hand sanitizer must be used.
* Parents/ carers must wear a facemask when entering the nursery e.g. if they are required to re-settle their child. Or when dropping if contact is made and social distancing cannot be adhered to.
* Parents must wear a mask when entering the porch way at the main entrances.
* When arriving to the setting, please do not gather at entrances and maintain 2 metres apart.
* Timings of collection and arrival may differ depending on setting due to social distancing requirements.
* Items from home must not be brought into the nursery settings unless necessary. Therefore, toys will not however, nappies, wipes and clothing will be acceptable. This must be done in bulk to reduce the frequency in which things are entering the nursery.
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| **Risk of contact through contact in person** | **Medium**  | * Although difficult, staff are expected to keep a 2-meter distance with children and adults where possible. Especially when not in their room bubbles.
* Limit contact and only necessary contact will be made with children e.g. encouraging children to clean their own faces, hands etc. This is depending on the age and ability of each.
* All must wash hands on arrival or use hand sanitizer regularly. Hand sanitizing stations will be in each room. .
* Regularly washing of hands with soap and water for at least 20 seconds.
* Staff will be provided with antibacterial bottles.
* Anti-bacterial pumps will be available throughout the nursery.
* Cover mouth and nose when coughing or sneezing with either a bent elbow or tissue and always wash hands afterwards.
* Avoid close contact with others, such as handshakes and maintain a social distance of 2 meters.
* Avoid touching your eyes, nose and mouth.
* Continue use of PPE for nappy and food preparations.
* Wearing a face mask is optional. Staff must be sensitive to the needs of each child and ensure they continue to meet individual needs of each and every child.
* Circle time activities will also include using chairs to encourage social distancing with children. Again, where practical.
* Parents must ensure when arriving/ leaving the premises they do not gather and exit immediately and keep a two-metre distance.
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| **Role of cook in preventative measures****(Update- 28/09/2020)** | **Medium** | * The cook must not enter the rooms when delivering food.
* The cook must wear full PPE including disposable aprons, gloves and mask. Gloves must be changed between deliveries to each room if returning to kitchen between visits.
* Additional cups will be brought to the rooms with the lunch/ tea trolley and will be washed according to the usual cleaning requirements e.g. washing liquid and hot water.
* Breakfast/ cereal pots will remain separated according to room and cleaned daily.
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| **Staff covering/ breaking bubble due to ratios****(Update- 28/09/2020)** | **Medium** | * Staff must wear PPE and preferably a visor so that interactions can remain.
* Staff must wear an apron and remove shoes were practical
* Staff must avoid contact where possible, however children’s wellbeing and needs are our priority and comfort will be required at times.
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| **Risk of contact through physical items/ environment** | **Medium** | * Contact areas are regularly cleaned with antibacterial spray and blue roll. Specifically, as part of am/ duties and throughout the day. Including; gates, doors, IPADS etc.
* Specific toys and equipment will be cleaned at the end of each session/ day where contact has been made using sterilising liquid/ spray or Dettol (see specific cleaning risk assessment).
* Routines will be more structured and adult led to ensure that contact is minimised.
* Activities and routines will be planned in advance to ensure equipment is clean and not shred where applicable.
* Children will no longer serve their own food but independence should be encouraged in others way such as scraping bowls, cutting food etc.
* Rolling snack will not continue- this will be planned and served by staff – independence should still be encouraged and choice offered.
* Toys and equipment will be minimised to reduce unnecessary contact.
* Free flow play will be reduced to avoid contact.
* Resources such as rugs, cushions and teddys will be removed completely.
* All children will be required to provide a water bottle but cups used at set meals time to support Physical development.

**Ventilation** All rooms should be well ventilated. This can include opening doors and windows.* Parents have been requested to dress their children in appropriate clothing through newsletters
* Staff must ensure they monitor room temperatures to ensure rooms do not become too cold and uncomfortable for children and practitioners.
* Windows may be closed or heating increased to maintain temperatures in rooms.
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| **COVID-19****Someone becomes ill in the workplace** | **Medium** | * UK Government guidance being followed
* Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online
* If the person affected is a visitor their organisation will be informed if possible
* Workplace will be decontaminated following UK Government guidelines
* Best practice hygiene requirements are being followed.
* Managers communicating daily to assess and evaluate the risks
* Best practice social distancing of 2 meters is being followed as best as possible
* Information posters on hygiene are present on notice board and toilets
* Regular cleaning of frequently touched areas take place
* Parents to be informed immediately

Isolation room- Staff room * Staff wear full PPE
* Incident form complete
* Room must be well ventilated e.g. windows/ doors open where possible.
* Limit contact with any resources/ equipment
* Area must be fully clean down with blue roll and anti- bac spray after use
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| **COVID-19****Travel** | **Low**  | * UK Government guidance being followed
* Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers
* Employees are advised to limit the use of public transport
* Employees are advised to keep Social distancing whilst traveling
* Employees advised not to travel unless absolutely necessary
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| **Visitors** | **Medium**  | * Follow risk assessment- check temperature and ask everyone to scan QR code.
* Unnecessary visits will be put on hold and only essential visits will take place- use zoom where possible.
* Hands must be washed on arrival
* A log of all visitors must be documented on the usual signing log, this be must completed by a practitioner and not the visitor to avoid further unnecessary contact
* All visitors must complete a visitor’s risk assessment to ensure there has been no symptoms and that the visitor has not travelled in past 14 days.
* Contact details must be obtained for track and trace.
* All visitor will be required to wear a face covering when entering the building, unless medical needs suggest otherwise.
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| **Settling in procedures** | **Medium**  | * Meet and greets will take place via zoom- at this point we will establish if the child is going to be able to settle without parent in the room. E.g. age, independence etc.
* Parents can attend if they have a face mask and can keep a 2-metre distance from other children/ parents. One parent per child can attend.
* Where possible setting in will take place in a different area to the remaining children and in the garden, where it is well ventilated.
* Siblings and other family members will not be permitted entry.
* Maximum 1 settler per room
* Where possible, parents will be allowed to leave the building and return at the end of their settling in session.
* Parents must keep a minimum of 2 meters from any child, parents or staff member
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| Parents/ carers collection and departures  | **High** | * Preschool children will enter through entrance number 1- near reception
* Toddlers and baby parents will enter through entrance number 1- garden/ back entrance/
* Parents will not be permitted into the classrooms.
* Where possible e.g. when ratios are met, practitioners will greet children at the main entrances to avoid them entering and collect the children from there.
* Parents will be permitted to enter the building to go to the classroom door.
* Parents must wear a mask or entry will not be permitted. When inside or outside they will be required to keep a 2-metre distance from all children, staff and other adults.
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| Show arounds  | **Medium**  | * Face coverings will be needed.
* All visitors will be asked to complete a visitor’s risk assessment
* Contact details will be taken
* Contact details must be obtained for track and trace.
* A 2-metre distance will be maintained
* Viewings will only take place in rooms or areas that are not occupied. Any room unseen due to others being present, will be shown via CCTV.
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| Staff meeting in groups and one to one  |  | * Staff meetings will no longer take place face to face.
* Short discussions can take place if a 2-metre distance is adhered to, a mask is worn and is no longer than 15 minutes.
* Out of hours meetings e.g. monthly meeting can take place via Zoom.
* Supervisions will take place via zoom e.g. staff member in staff room while manger conducts it from office.
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| Staff room **02/11/2020** | **Medium**  | * Staff must not breach bubbles.
* Due to the size of the staff room, staff cannot use this room if another staff from a different room is present.
* Staff must ensure they clean the areas used after use.
* Staff must use hand sanitiser before using any equipment e.g. kettle etc.
* Staff must maintain 2 meters and ventilate room used by opening window and/or doors.
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**Specific cleaning requirements**

Resources/ equipment can be used if the responsible person is able to ensure these are not shared and are clean between use.

**Item cannot be cleaned?**

*These items be unused for 72 hours before they can be used. Once used they must once again be stored away for 72 hours.*

**Items can be cleaned?**

*Must be cleaned thoroughly with sterilising fluid, anti-bacterial cleaning fluid or Dettol. Once cleaned they be used again.*

*Once used by one group/ bubble they must be cleaned again.*

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| Resources/ area/ routines/ provision  | Is this resource available  | How will the risks be minimised? | Additional cleaning information  |
| **Yes** | **Reduced** | **No** |
| Continuous provision  |  | **X**  |  | Items can be on children’s level. However, the amount on offer should be reduced to ensure that sufficient cleaning and hygiene practices are possible and are practical. E.g. two constructions material (Duplo & wooden blocks) will be on offer and these must be either sterilised after use or stored away and not used for 72 hours.  |  |
| Visual boards/ props etc.  |  | **X**  |  | To be used by adults and not be used by children until further notice e.g. visual cards being passed from child to child.  |  |
| Helper of the day badges/ passes |  | **X**  |  | These will no longer be available. Stickers can be used in replacement, which will be disposed of daily.  |  |
| Behaviour management bears  |  | **X**  |  | To be used by adults only and no children.  |  |
| Sand timers | **X**  |  |  | Cleaned down with anti-bacterial spray and cloth regularly.  |  |
| Children’s Aprons e.g. water aprons |  |  | **X**  | All aprons will no longer be available. Children must be changed into clean clothes where possible. Spare clothes are permitted as these will be cleaned in the nursery and after being returned by parents will be cleaned in the nursery once again and stored away until required.  |  |
| Handles, gates, telephones, intercoms, iPad | **X**  |  |  | To be cleaned regularly with anti-bacterial spray and cloth. IMPORTANT- use anti-bacterial wipes to clean intercom, Ipads and phones.  |  |
| Sand Play  |  |  | **X**  | Sand will not be available.  |  |
| Malleable  |  | **X**  |  | Not available unless supervised and provided to each child separately  |  |
| Water play  |  |  | **X**  | No water play |  |
| Soft toys, cushions  |  |  | **X**  | All portable rugs, cushions and soft toys will be removed until further notice. Carpets will be hoovered daily and sprayed with Dettol disinfectant every evening. Chairs will be used for circle time activities. All soft chairs will be removed e.g. children’s sofas. | Use large pressurized sprayer.  |
| Rugs  |  |  | **X**  |
| Tables/ chairs  |  | **X**  |  | Table and chairs should be cleaned regularly including; * Before/ after meals
* After use such as messy play
* At the end of each session (am/ pm sessions)
* After chairs are used for circle time etc.
* More so where required

All soft chairs will be removed e.g. children’s sofas. |  |
| Role play  |  | **X**  |  | Dressing up toys will be removed completely Plastic toys will be limited and sterilized daily.Only plastic/ metal items will be available Role play equipment units will be sprayed daily and wipes down.  |  |
| Plastic toys  | **X** |  |  | All plastic items/ toys used daily must be sterilised before being returned Other large plastic areas should be sprayed with sanitising spray and left to dry. Storage areas will be sprayed and wiped with cloth regularly.  |  |
| Tooth Brushing |  |  | **X** | Tooth brushing will not continue until further notice  |  |
| Books/ mark making resources and other non-waterproof items |  | **X** |  | These items will be rotated to ensure contact is not made with same items.E.g Monday (4 books in a box), Tuesday a different set of books etc. Mark making equipment must be changes daily too if the equipment cannot be cleaned. After use they must be stored in box and labelled with date last used. After 72 hours items can be returned for that day and then stored away once again for at least 72 hours. Unless a positive coronavirus case is found within the setting.  |  |
| Outdoor equipment | Climbing frames  | **X**  |  |  | Climbing frames will be open for use. Staff must spray down climbing equipment using the large spray Dettol once each group/ room has used.  |  |
| Bikes  |  | **X**  |  | Bikes available should be reduced to maximum of 3 bikes. These should be sprayed and cleaned after each garden session and between groups/ rooms of children. All equipment should be sprayed and wiped after each session (am/pm sessions).  |  |
| All other toys/ equipment  |  | **X**  |  | All other toys/ equipment should be used following the same risk assessment above e.g. plastic toys, role play/ mud kitchen etc.  |  |
| Food preparations  |  | **X**  |  | Children will not be able to self-serve until further notice. All meals/ snacks will no longer be free flow and will be adult led. Unless children have their own utensils e.g. cutting their own apple on a plate. Meal times should still be a pleasant experience and all teaching opportunities facilitated such as conversations taking place and independence encouraged e.g. feeding themselves and cutting own fruit where possible using own utensils.  |  |
| Drinking water  |  | **X**  |  | Own water bottles/ cups will be used. Cups and jugs will be available at lunch and tea times, where these times are supervised thoroughly to avoid cross contamination.  |  |
| Home learning bags/ resources  |  |  | **X**  | Will not be possible until further notice.  |  |
| Children’s bags |  | **X**  |  | Children can continue to bring a bag to nursery, these must be kept at the nursery unless items are required to be brought in or taken home e.g. dirty items.  |  |
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