

Coronavirus (COVID-19) Risk Assessment

Establishment: Lemongrove Nursery

Assessment by Tracey Bradbury

Date: January 2021

First issued: May 2020

Review date: December 2020

Red – High Risk

Yellow – Medium Risk

Green – Little or No Risk

New January  
implementations

Focus	Area of consideration	Recommendation	Risk and Level of Risk
Children	Drop off and Collection	<ul style="list-style-type: none"> <li>• Social distancing to be adhered to outside the nursery street.</li> <li>• Parents to drop and pick up from the nursery street door. A member of staff from their room (For pre-school - or a member of management ,Gizem or Megan) will collect the child from the door and escort them to wash their hands. For pre-school and Toddler Room children, they will be taken to the bathroom. For our babies, individual wet flannels will be available to use.</li> <li>• Children to wash hands when they arrive at the setting, when they return, when they change locations, before and after eating.</li> <li>• Only children who are symptom free or have completed the required isolation period attend the setting.</li> <li>• No toys, teddys or blankets (or similar) to be brought in from home.</li> <li>• Encourage children to avoid touching their face, eyes, nose, and mouth.</li> <li>• All children should avoid public transport and should only be used as a last resort.</li> <li>• Only parents who are symptom free and/or have completed the required isolation period will be able to drop off/collect their child.</li> <li>• One member of staff from the child’s room will take the child out to their parent when it is time to collect.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Families will not stick to social distancing</b></li> <li>• <b>Families will not be truthful about household health.</b></li> <li>• <b>Children will want toys/blankets from home, raising risk of contamination</b></li> <li>• <b>Staff will not challenge families about health.</b></li> <li>• <b>Hands will not be washed thoroughly upon arrival.</b></li> <li>• <b>Children will touch face, hands, and mouth.</b></li> <li>• <b>Families not telling staff if child has had medication.</b></li> </ul>
	Transport	<ul style="list-style-type: none"> <li>• Children, young people, and staff can continue to use public transport where necessary. We encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network so there is capacity for those who need it most. Where children, young people and staff need to use public transport, they should follow the safer travel guidance (<a href="http://www.gov.uk/guidance/coronaviruscovid-19-safer-travel-guidance-for-passengers">http://www.gov.uk/guidance/coronaviruscovid-19-safer-travel-guidance-for-passengers</a>).</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Since 20<sup>th</sup> July, early years setting have no longer been required to keep small, consistent groups within settings but can return to normal group sizes. Our baby room will consist of 9 babies, Toddlers and Pre-schoolers will have a maximum number of 16.</li> <li>• The use of communal internal spaces should be restricted as much as possible.</li> <li>• Outdoor spaces should be used by the different room 'bubbles' at different times of the day.</li> <li>• Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should be the same for staff. There may be situations where a child needs to attend more than one setting, for example, children attending a childminder before their nursery opens so that their parents or carer may go to work.</li> <li>• <u>Staff in our Toddler Room and Pre-school Room will need to distance themselves from the children. Minimising cuddles unless necessary for comforting. Limiting contact will reduce the risk of infection spreading (if within the setting).</u></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff mixing with different room 'bubbles' and cross contamination.</b></li> <li>• <b>Parent's not sharing information in regard to other settings children attend.</b></li> <li>• <b>Staff members may find it hard to distance themselves from children as maintaining social distancing with under 3's (especially our toddler room) may be proven difficult.</b></li> </ul>
	Play and Learning	<ul style="list-style-type: none"> <li>• Minimise the resources available to those that can be cleaned effectively.</li> <li>• Resources such as soft furnishings and small objects continued to be removed from playrooms.</li> <li>• Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> <li>• Settings can take groups of children on trips to outdoor public places and do not need to be limited to 6 people.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Removal of equipment may hinder area of learning.</b></li> <li>• <b>Staff using another room 'bubbles' equipment.</b></li> </ul>
	Children wellbeing and education	<ul style="list-style-type: none"> <li>• Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into a tissue. The setting will ensure of enough supplies of tissues. The setting will be following the 'catch it, bin it, kill it' approach.</li> <li>• Children should be supported to understand the changes and challenged they may be encountering as a result of COVID-19.</li> <li>• Practitioners may only need to focus on 3 prime areas these are, Personal, Social and Emotional development, Communication and Language development and Physical development.</li> <li>• 2 year-old check will not be required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Younger toddlers/babies will not understand this.</b></li> <li>• <b>Staff to be aware of children's attachments and their need for emotional support at this time.</b></li> <li>• <b>Children's underlying developmental needs may be missed if 2-year-old checks are not being completed.</b></li> </ul>

	<p>If a child starts displaying symptoms</p>	<ul style="list-style-type: none"> <li>• If a child becomes unwell with a new, persistent cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell; they must be sent home and advised to follow COVID-19 guidance.</li> <li>• A child awaiting collection, should be moved to a designated area with a member of staff isolated from peers with a window open for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• If the child needs to use the bathroom whilst waiting for collection, it must be cleaned and disinfected before being used by anyone else.</li> <li>• Staff should wash hands immediately and thoroughly for 20 seconds after coming into any contact with someone who is unwell.</li> <li>• The designated area should be thoroughly cleaned before being used again.</li> <li>• The person responsible for cleaning the area should wear appropriate PPE. Face mask, face shield, gloves and apron.</li> <li>• In the event of a staff member developing suspected symptoms whilst working, they should return home immediately, <a href="#">book a test and isolate at home in line with the NHS guidelines.</a></li> <li>• If a child or member of staff becomes ill, then they must be tested. Staff member will only be allowed back in after a negative result or when the appropriate isolation period has finished.</li> <li>• <a href="#">Positive cases of coronavirus at Lemongrove is outlined below in the additional page after the risk assessment, named, Appendix 1. (Guidance from NDNA)</a></li> <li>• <a href="#">Household members of those sent home, need to isolate? Appendix 2. (Guidance NDNA)</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Parents must agree to prompt collection.</b></li> <li>• <b>There is not an additional space for an isolation area if symptoms occur.</b></li> <li>• <b>Supplies are low</b></li> <li>• <b>Staff member may not book a test/keep this information to themselves.</b></li> </ul>
<p>Workforce</p>	<p>Attendance</p>	<ul style="list-style-type: none"> <li>• Staff should only attend Lemongrove Nursery if they are symptom free, have completed the isolation period or received a negative test result.</li> <li>• Risk assessing with regular health questionnaires for returning staff.</li> <li>• All staff coming in to Lemongrove, should avoid all public transport travel, wherever possible, and limit social interactions as per the government guidance.</li> <li>• <a href="#">If staff are car sharing, staff should consider the most safest mode of travel and weigh up the risks themselves.</a></li> <li>• Staff to wash hands thoroughly throughout the day for at least 20 seconds and upon arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff to be vigilant on health and stay away if unwell.</b></li> <li>• <b>Testing is available to all key workers and their households.</b></li> <li>• <b>Staff reluctant to bring in a change of clothes if they are using public transport.</b></li> <li>• <b>Staff may not take safest option.</b></li> <li>• <b>Staff beginning to not be proactive in washing their hands thoroughly.</b></li> </ul>

	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• <a href="#">Staff should minimise movement and remain within their own rooms.</a></li> <li>• Social distancing must be maintained during breaks. <a href="#">Breaks may result in eating in cars if the office is too busy.</a></li> <li>• <a href="#">Only 3 staff members in the office at one time to limit contact between staff members.</a></li> <li>• If staff wish to go out for lunch, social distancing must be maintained and contact with the public is not permitted.</li> <li>• <a href="#">Staff to collect belongings at the end of day, within their room bubble staff, to minimise contact with non-bubble staff. Other staff members to wait outside the office, until the office is free to enter.</a></li> <li>• Staff members should avoid physical contact with each other including hugs etc.</li> <li>• <a href="#">A member of Management (Gizem or Megan) will no longer cover lunch breaks (when needed) for everyone's safety, minimising the risk of spreading Coronavirus (if present) between the rooms.</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff may not keep to their allocated room.</b></li> <li>• <b>There may be times when the office is too busy and not enough car drivers to sit in cars.</b></li> <li>• <b>Staff members may not wait their turn to collect belongings in a rush to get home quickly.</b></li> <li>• <b>Lunches may become complicated with the extra help from management now gone.</b></li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members must watch the NHS Covid-19 Handwashing video</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff may watch video but not implement into practice.</b></li> </ul>
Parents	Physical Distancing/ grouping	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• All measures between the parent and other children and staff members should be minimised. <a href="#">Parents to wait on the bottom step.</a></li> <li>• Parents/carers to maintain social distance by standing next to 2-meter mark along the side of the outside fence.</li> <li>• Parents to maintain the distance when speaking to staff members at the beginning and end of the day.</li> <li>• Buggy store to be temporarily closed off to parents. Buggies, scooters, bikes etc. to be taken back home after dropping off to prevent contamination.</li> <li>• <a href="#">Parents will be required to wear face masks upon drop off and collection to minimise the risk of spreading the virus through droplets when talking to staff.</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Parents not following social distancing guidelines will be asked to leave.</b></li> <li>• <b>Parents continuing to use buggy store.</b></li> <li>• <b>Parents reluctant to wear facemasks</b></li> </ul>
	Communication	<ul style="list-style-type: none"> <li>• Parents should receive clear communication regarding the role they play in safe operating procedure and all measure being taken to ensure the safety of their children and themselves, via email communications, posters, and newsletters.</li> <li>• <a href="#">New posters created regarding face masks for staff and parents</a></li> <li>• Newsletters to be conducted every month to notify parents of any changes in COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Email to parents to keep updated with on-going risk assessment</b></li> <li>• <b>Email to new parents about returning to nursery and procedures to follow.</b></li> </ul>

		<ul style="list-style-type: none"> <li>The setting will be following the systems of control and will be ensuring all points, 1-7. These include; Minimise contact with individuals who are unwell by ensuring that those who have coronavirus systems. Use of face coverings where necessary Clean hands thoroughly more often than usual Ensuring good respiratory hygiene Minimising contact where possible Where necessary, wear appropriate PPE.</li> </ul>	
Visitors	Visits	<ul style="list-style-type: none"> <li>Attendance to the nursery should be restricted to children and staff as far as practically possible.</li> <li>Visitors should not be permitted to the Nursery unless essential.</li> <li>Where essential visits are required, visitors will be asked to wear a mask.</li> <li>Nursery visits should be avoided where possible.</li> <li>For new admissions, settings should consider providing virtual tours for prospective parents and carers.</li> <li>Where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually.</li> </ul>	<ul style="list-style-type: none"> <li><b>Produce virtual tour and save on file to send to potential new parents.</b></li> <li><b>Unannounced visitors not to be admitted into the nursery.</b></li> <li><b>Visitors by appointment only.</b></li> </ul>
PPE	Staff and children	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in education settings are not recommended. Based on current evidence and the measures that early years settings are already putting in place, face coverings are not necessary when adults are interacting with children, even where social distancing is not possible. Face coverings may have a negative impact on interactions between staff and children, and their use when interacting with children in settings should be avoided.</li> <li><u>Staff will be required to wear a face mask when opening the door to parents/outside visitors for everyone's safety.</u></li> <li>Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li><u>Staff to wear face masks in the office when they are not eating whilst on lunch breaks.</u></li> <li>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff do not change habits and hygiene levels are not consistent.</b></li> <li><b>Supplies fall to a low level adding potential risk.</b></li> <li><b>PPE may not be available to purchase.</b></li> <li><b>Staff and visitors not following the procedure to dispose of PPE carefully.</b></li> <li><b>Staff may forget to wear a mask</b></li> <li><b>Staff may not bring in a face mask and supplies may be limited within the nursery.</b></li> </ul>

		<p>should be replaced carefully. Settings should have a process for removing face coverings and all staff and visitors are to follow the steps and procedures of disposing. This will be communicated clearly to staff and visitors. Please refer to 'Disposal of potentially contaminated waste'.</p> <ul style="list-style-type: none"> <li>• Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</li> <li>• If a child becomes unwell with symptoms of coronavirus, a member of staff should wear disposable gloves, mask, face shield and a disposable apron. This should then be disposed of by following the correct procedure. Please refer to 'Disposal of potentially contaminated waste'.</li> </ul>	
NHS	Track and Trace	<ul style="list-style-type: none"> <li>• Download NHS Covid-19 app to help with the use of Track and Trace.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff, parents and visitors reluctant to downloading the app.</b></li> </ul>
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Enhanced cleaning AND disinfect frequently touched surfaces throughout the day.</li> <li>• <a href="#">An in depth cleaning chart with touch points</a> to be monitored frequently by Room Leaders and members of management and <a href="#">a folder to be kept as covid-19 evidence.</a></li> <li>• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. One finished, dispose of correctly.</li> <li>• Use a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect.</li> <li>• Wash hands regularly with soap and water for 20 seconds.</li> <li>• Carpet to be steamed once a week in our Baby Room.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff not following the chart daily.</b></li> <li>• <b>Staff failing to clean following the guidance of using water and disinfectant.</b></li> <li>• <b>Lack of supplies to use disposable materials.</b></li> </ul>
	Cleaning electrics	<ul style="list-style-type: none"> <li>• Staff to use own room tablets to use iconnect. Tablets to be cleaned before and after use. <a href="#">New tablets have been purchased and staff are allocated to individual tablets, thus minimising the spread of the virus.</a></li> <li>• Cleaning of tablets, interactive table, keyboards, telephone regularly throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff forgetting to clean equipment before passing it on.</b></li> <li>• <b>Staff may use different tablet to which may spread infection.</b></li> </ul>
	Toys and equipment	<ul style="list-style-type: none"> <li>• No soft furnishings or toys to be available. This includes cushions, rugs, teddies etc.</li> <li>• Playdough to be used individually with children with their own equipment to prevent sharing and contamination.</li> <li>• Messy play must be limited to small groups with each child having their own individual container which is immediately washed after use.</li> <li>• Scissors, pens and pencils, paint brushes and limited items available must be cleaned between use.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Small children rely on soft furnishings to have 'chill out' times.</b></li> <li>• <b>Children not understanding how not to share equipment.</b></li> <li>• <b>Not enough messy play equipment per person. Not enough writing tools equipment to be equally shared.</b></li> </ul>

	Disposal of potentially contaminated waste	<ul style="list-style-type: none"><li>• Waste from possible cases and cleaning of areas where possible cases have been, should be doubled bagged and put in a suitable and secure place until the individual tests negative; waste can then be put in with the normal waste, test comes back positive or not known; then store it for at least 72 hours then in with normal waste.</li><li>• Children's clothing items should be doubled bagged and put into their own bag using disposable gloves to do this. Gloves to then be thrown away immediately before touching anything else and hands washed thoroughly.</li></ul>	<ul style="list-style-type: none"><li>• <b>Nappies cannot be stored for 72 hours due to high risk of chemicals and contamination.</b></li><li>• <b>Staff member forgets to wear gloves and wash hands.</b></li></ul>
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## Step by step guide – what to do if a member of nursery staff, a child or parent tests positive for coronavirus / COVID-19

1

**STEP 1: Inform the relevant bodies:**

In England contact the DfE helpline 0800 046 8687 and choose option 1, you will then engage with the [NHS Test and Trace Service](#) system; contact [Test and Protect in Scotland](#); in Wales inform [CIW](#), then you will be contacted by the [Test, Trace, Protect team](#). CHRISTMAS HOLIDAYS – please see opening hours information for all 3 nations [here](#).

2

**STEP 2: Take measures to reduce the spread within your setting**

Inform parents and staff within the affected bubble/those who have been in close contact with the affected person; they will have to [self-isolate for 10 days](#). Don't reveal affected people's names unless it's essential to protect others.

3

**STEP 3: You may be contacted by your Health Protection Team:**

If needed, you will be contacted by your local [health protection team in England](#); in [Scotland](#) and [Wales](#). In some cases, they may advise further precautionary measures but whole setting closures will not generally be necessary.

4

**STEP 4: Inform parents / staff:**

The Health Protection Team will provide a template letter to parents and staff if needed. In Wales one member has shared this '[Wales - Positive Case Letter' template](#) but remember each situation will be very different depending on your local area, restrictions in place and the cases involved.

5

**STEP 5: Notify your regulatory body:**

If a child or staff member has tested positive, English nurseries must notify Ofsted within 14 days [from this link](#); in Scotland [Care Inspectorate Scotland](#) or in Wales [Care Inspectorate Wales](#) if you have not already done so.

6

**STEP 6: Ensure staff / children in contact with positive cases don't return for 10 days:**

Staff and children in contact with anyone who has tested positive **must not return to nursery within their 10 day isolation period** even if they take a test and receive a negative result. [Find out more about close contact here](#).

7

**STEP 7: Positive staff and children can return to nursery after self-isolating for 10 days:**

Staff and children who were sent home after being in contact with a positive case can return to nursery after self-isolating for 10 days as long as they feel well and have no remaining symptoms. Staff and children who have tested positive can return to nursery after their 10 day period of self-isolation if they no longer have symptoms and feel well.

8

**STEP 8: Verbally confirm negative tests from parents:**

Nurseries can ask for verbal confirmation of a negative test from parents but parents are not required to provide the full test results.



## Appendix 2)

### Do household members of those sent home need to isolate?

If staff or children are sent home because they are part of a bubble – but do not have symptoms themselves, their household members do not need to self-isolate. This only changes if the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection.

The person with symptoms should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
- If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection
- Settings may want to ask about evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. However, there is no requirement in law for parents to share this and if a normal period of self-isolation without symptoms has been completed then no test will have taken place.