

Bows and Arrows Nursery Group – Covid Risk Assessment

Version 3 - Updated 23.09.2020

Help Control the Virus

To protect yourself and others when you leave home you must:

- ***Wash hands – keep washing your hands regularly***
- ***Cover face – wear a face covering over your nose and mouth in enclosed spaces***
- ***Make space – Stay at least a meter away from other people not in your household.***

If you are feeling unwell, get a test and do not leave home for 10 days.

This risk assessment (version three) has been written with reference to the following, new guidance:

Actions for Early Years and Childcare providers during the coronavirus (COVID 19) outbreak Published 22/09/20

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

NHS – Is my child too ill for school?

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

All of the control measures listed below in this risk assessment, ensure we are compliant with the guidance documents listed above and the previous relevant guidance in earlier versions of this risk assessment. In some cases, we have gone further and taken extra measures (these are highlighted light blue) and in some instances we have not met the guidance (these are highlighted grey).

Control Measures Key: Yellow – Original Control Measure have been amended or added to. Red – Control Measures have been removed as measure is no longer needed. No Colour – Any control measure that has not been highlighted remains in place as version 1		
Coronavirus (COVID-19) Risk assessment		
Establishment: Bows and Arrows Nurseries	Assessment by: Anne Denny (version 1) (Version 3) Clair Hallums/Michelle Wright (version 2)	Date: 22 May 2020, 23 September 2020 24 August 2020
Review Date: April 2021	Red – high risk Yellow – medium risk Green - little or no risk	Key: Please see matrix at the end of the document for likelihood, impact and grading information.

Focus	Area of consideration	Risk	Likelihood	Impact	Grading	Control Measures - See key above and information at the end of the document	Resultant Grading
Children	Drop off, Collection and attendance	<ul style="list-style-type: none"> COVID-19 will be transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. Child attendance will be lower and this provides less opportunities to monitor vulnerable children and 	5	4	Red	<ul style="list-style-type: none"> Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times. Parents to drop and pick up outside the building whenever possible. Parents are to demonstrate social distancing at all times and to wear face masks when inside settings. Parents of children under two will be permitted in the building to drop off their children. Upset children will be passed to a staff member by the parent and the staff member will have PPE. Staff will mark the register and will complete visitors book. Only children who are symptom free or have completed the required isolation period attend the setting. On arrival at the nursery, staff will ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The 	Yellow

		safeguarding concerns.				<p>child cannot return until a negative test result has been confirmed or current isolation guidelines followed.</p> <ul style="list-style-type: none">• No toys, teddys or blankets (or similar) to be brought in from home. Except for babies under two who will be allowed to have a comforter that remains in setting and is washed at the end of a session. This comforter is to be used for comfort only and not given throughout play.• On arrival, children to wash hands thoroughly.• Encourage children to avoid touching their face, eyes, nose and mouth.• All children coming to the setting should avoid all non-essential public transport travel and outside of setting hours follow national guidance for social interaction.• Under no circumstances will any child who displays symptoms be allowed to attend nursery and Covid 19 procedures must be followed.• Parents and carers can send their children to nursery with a minor cough or cold.• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. We will ask parents, children and staff to inform us immediately of the results of the test.• We will not ask for evidence of a negative test result before admitting children back into the setting after a period of self-isolation. However, the Nursery Manager or Person in Charge can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their children and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered	
--	--	------------------------	--	--	--	---	--

					<p>in light of all the circumstances and the current public health advice</p> <ul style="list-style-type: none">• Drop off and collection is one adult per family.• New families (one parent only) are permitted to enter the nursery for the purpose of settling in sessions, if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. Parents must wear face masks.• Safeguarding leads will maintain contact with families who are not in regular attendance to ensure children are safe and well.• Parents to follow the one way system when dropping off children to minimise cross contact with other adults.• If there are a high level of staff shortages, it may be necessary to prioritise places when demand for places is too high. In these circumstances we will give priority to:<ul style="list-style-type: none">• vulnerable children and children of critical workers• children who will be transitioning to Reception in September 2021• Children under two years old and working families• All other remaining children	
--	--	--	--	--	---	--

	Physical distancing/ grouping	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early years children and places everyone at heightened risk. • Children will not understand they cannot explore the setting (free flow) or self- select toys and resources. • Children will not stay within the designated area for their group. 	6 3 4	4 3 3	Red Yellow Red	<ul style="list-style-type: none"> • Accept that young children will not comply with social distancing rules. • The use of communal internal spaces should be restricted as much as possible. • Outdoor spaces should be used by different groups of children, at different times of the day. • Distancing of beds/cots should be facilitated wherever possible • Limit the chairs around the table for snack, lunch and activities to enforce more space between each other. 	yellow
	Children's Wellbeing and education	<ul style="list-style-type: none"> • Children will be upset and concerned about restrictions on their movements • Children wont understand the 	3 3	2 2	Yellow Yellow	<ul style="list-style-type: none"> • 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. • Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff 	Green

		<p>need for extra cleaning and hand washing and wont want to engage</p> <ul style="list-style-type: none"> • Culture of limiting contact with items and people may instil anxiety in children 	4	2	Yellow	<p>need to ensure they are aware of children's attachments and their need for emotional support at this time.</p> <ul style="list-style-type: none"> • Provision will not be normal. Limited access to resources. • Play equipment to be reduced and multiple groups are not to use it simultaneously. • Removal of soft furnishings, soft toys and toys that are hard to clean. Where rugs are used for under twos, this is to be individually risk assessed and cleaning processes recorded. • Being at a Nursery is a great place to learn and important for children's mental wellbeing to have social interactions with peers, carers and teachers • Provision will be based in the garden as much as possible. Children will need a jumper and water proof coat every day, they will also require an application of factor 50 sun cream before attending. 	
Toileting, nappy changing and intimate care.	<ul style="list-style-type: none"> • COVID-19 will be transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. 	5	3	Red	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible. • Limit the number of children using the sinks at the same time. Sinks to be regularly cleaned throughout the day where different age groups access the same bathroom. • When changing nappies, children are encouraged to walk up stairs, under close supervision, but without contact from an adult. • When changing nappies, staff are to wear an apron and one pair of gloves. Staff have access to additional PPE if they wish to wear it. • Additional PPE is made available for staff who undertake any close contact work with children (eg helping a child to sleep, comforting a child who is hurt, etc) 	Yellow	
If a child starts displaying symptoms.	<ul style="list-style-type: none"> • Child will become unwell 	5	3	Red	<ul style="list-style-type: none"> • If a child begins displaying symptoms of corona virus they should be sent home to isolate per the 	Yellow	

		<ul style="list-style-type: none"> • Child will transmit COVID -19 to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. 				<p>guidelines. Parents will be contacted and immediate collection must follow.</p> <ul style="list-style-type: none"> • A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. • If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • If a member of staff has helped someone who displayed symptoms 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. • The staff member responsible for the child during this time should be a staff member from their group and ideally a staff member who is not vulnerable. PPE will be made available for this staff member. • If possible, the area should not be used for 72 hours after the child has been collected • The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours • The person responsible for cleaning the area should wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance 	
--	--	---	--	--	--	---	--

Workforce	Attendance	<ul style="list-style-type: none"> COVID-19 will be transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. Some staff may be more at risk of becoming seriously ill if they catch COVID-19 due to certain health conditions. 	4	3	Red	<ul style="list-style-type: none"> Staff should only attend the Nursery if they are symptom free, or they have completed the required isolation period or achieved a negative test result. Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day. All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines. Practitioners should receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of the children and themselves. 	Green
Workforce	Physical distancing/ grouping	<ul style="list-style-type: none"> COVID-19 will be transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. 	5	3	Red	<ul style="list-style-type: none"> Accept that very young children will not comply with social distancing rules and will come into contact with adults. Adult to adult contact can be prevented and social distancing should be observed. Wherever possible staff should remain with the group of children who they are allocated to and not come into contact with other groups. Nursery Manager or PIC only to decide if mixing groups of children is necessary. Tracking staff movement between groups should be documented and retained. A dedicated staff member will be on hand to provide for staff and groups of children. This staff member will have a health status of 	Yellow

						<p>low risk for corona virus.</p> <ul style="list-style-type: none"> • Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. • Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks, taking breaks outside and the subdivision of spaces allocated to team breaks where possible • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly • Where possible, meetings and training sessions should be conducted through virtual conferencing 	
Workforce	Office staff/working from home	<ul style="list-style-type: none"> • COVID-19 will be transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. 	4	3	Red	<ul style="list-style-type: none"> • Avoiding employees working face to face by working side by side or facing away from each other where possible • Using protective screening for staff in receptions or similar areas • Reviewing layouts to allow staff to work further apart from each other • Discouraging nonessential trips within buildings and sites • Cease taking payments on site. All families to pay electronically on line. • Maximising use of electronic paperwork • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly • Restrict access to nursery office to one person at a time per shift/day. Individual nursery to carry out risk assessment depending on their own set up. 	Yellow

	Training	<ul style="list-style-type: none"> Staff will not know, understand or follow new operating procedures and risk assessments. 	3	3	Yellow	<ul style="list-style-type: none"> All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. Update all staff on revised risk assessment and operations procedures during staff meetings and PD Days. 	Green
Parents	Physical Distancing	<ul style="list-style-type: none"> COVID-19 will be transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. 	4	3	Red	<ul style="list-style-type: none"> Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible. Stagger parent drop off and collection times so families do not congregate at the nursery entrance. Arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily. Staff to sign children in to avoid all parents touching things. When parents are waiting to drop off or collect their child, physical distancing should be maintained. Parents are permitted to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. For settling in sessions up to 2 x 1 hour sessions will be carried out and then managed on a case by case basis. 	Green
	Communications	<ul style="list-style-type: none"> Families will not know, understand or follow new operating procedures and risk assessments 	4	3	Red	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves Cease all events, parents evenings and home visits Where PLOD meetings need to be carried these are to be completed electronically. Use Connect, Website and Facebook to communicate information to families 	Yellow

						<ul style="list-style-type: none"> Discourage families from chatting and communicating with staff and other children. Discourage families from chatting and communicating with other parents when they are at the nursery. 	
Visitors	Visits	<ul style="list-style-type: none"> COVID-19 will be transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. 	3	3	Yellow	<ul style="list-style-type: none"> All trustee involvement, should where possible, be conducted via virtual conferencing such as zoom. Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless this individually risk assessed and can be carried out in accordance to socially distanced guidance. Maintenance visits should be made outside of the usual nursery operational hours where possible or at less busy times. Explore alternative ways of providing information to other professionals who wish to visit the nursery. They should only visit if absolutely essential. Show rounds should be limited and only occur at non peak times or out of hours where possible. They can also be conducted via virtual conferencing such as zoom. Where visits are conducted in setting, visitors are required to wear face coverings and complete a contact track and trace form. 	Green
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> COVID-19 will be transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, 	3	3	Yellow	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to the nursery alone, using their own transport If public transport is necessary, current guidance on the use of public transport must be followed Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises unless they can be left outside. 	Green

		or by contact with contaminated objects and surfaces.				<ul style="list-style-type: none"> • Outings from the setting should be restricted to open spaces which do not include mixing with members of the general public. These outings must only be in the open air not inside buildings other than the nursery and social distancing rules apply. • With the exception of Forest Learners, Forest school sessions will cease until further notice 	
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> • Limited or poor handwashing techniques will encourage cross contamination. • Staff skin will get sore from frequent hand washing 	4	3	Red	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the nursery • Children and staff members should be encouraged to wash their hands frequently • Nails, jewellery and clothing should be appropriate to facilitate good hygiene practices • Hand cream should be provided and staff are able to bring in their own creams from home. 	Green
	Cleaning	<ul style="list-style-type: none"> • Inadequate cleaning will encourage cross contamination. • Staff skin will get sore from frequent use of cleaning products 	4	3	Red	<ul style="list-style-type: none"> • An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment • Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly. Touch-based security devices such as keypads are regularly cleaned and eventually replaced. • Gloves will provided for cleaning purposes. 	Green
	Waste disposal	<ul style="list-style-type: none"> • Contaminated waste may be handled by children and adults exposing them to added risk 	3	3	Yellow	<ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and safe manner • Tissues must be immediately disposed of • Bins to be emptied more throughout the day • Adequate supply of tissues and bins to be provided at each Nursery. 	Green
	Laundry	<ul style="list-style-type: none"> • Contaminated items may be handled by children and adults exposing them to added risk 	3	3	Yellow	<ul style="list-style-type: none"> • All items within the setting requiring laundering must be washed in line with NHS laundry guidelines • Items such as towels, flannels and bedding must not be shared by children 	Green

						<ul style="list-style-type: none"> Soft toys should be removed and soft furnishing should be limited 	
	PPE	<ul style="list-style-type: none"> PPE may not be available to purchase or be in short supply. People will spread the virus if they don't cover their face, hands and body with PPE 	5	4	Red	<ul style="list-style-type: none"> A good stock of PPE should be held on site at all times. 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 this settings should be avoided. However, a supply of PPE should be provided to staff for any close contact work with children including nappy changing, nursing and comforting children, assisting babies to sleep and staff have the option to use it if desired. Face covering are necessary for all visitors to the nurseries, unless they have a valid reason not to wear one. 	Yellow

Likelihood	Very High	6	Red	Red	Red	Red
	High	5	Yellow	Red	Red	Red
	Significant	4	Yellow	Yellow	Red	Red
	Low	3	Green	Yellow	Yellow	Red
	Very Low	2	Green	Green	Yellow	Yellow
	Almost Impossible	1	Green	Green	Green	Yellow

1	2	3	4
Negligible	Marginal	Critical	Catastrophic
Impact			

Covid Risk Assessment - Version Three

To easily identify the changes to this version of this risk assessment, we have colour coded the changes in the Control Measures column. Please note, that any control measure highlighted in red are no longer in place, any control measures highlighted in yellow are amendments or additions from the original risk assessment, anything not highlighted remains the same as the previous risk assessment, version 2.