

Bows and Arrows Nursery Group – Covid Risk Assessment

Version 5 - Updated 23.06.2021

Coronavirus restrictions remain in place across the country, including for people who have been vaccinated. In England:

- *You can meet indoors in a group of up to 6 people or a group of any size from 2 households*
- *You can meet outside in a group of up to 30 people*
- *Work from home if you can and travel safely*
- *If you have symptoms get a test and stay at home*

England is in step 3 of the roadmap, it is expected that England will move to Step 4 on 19 July. The Delta COVID-19 variant is spreading in England.

This risk assessment (version five) has been written with reference to the guidance: Actions for early years and childcare providers during the coronavirus (COVID-19) pandemic - Updated 24 May 2021

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic>

Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

The Covid Alert Levels were defined in the UK governments COVID 19 recovery strategy in May 2020 and communicate the current risk at a UK-wide level. The alert levels are used in this risk assessment to determine the control measures implemented. These vary according to the alert level with more stringent measures being adopted when the alert level is higher. Standard control measures are implemented at level 1,2 and 3. If the alert level is 4 or 5 then additional control measures are implemented.

Coronavirus (COVID-19) Risk assessment		
Establishment: Bows and Arrows Nurseries	Assessment by: Anne Denny (Version 1, 3 and 5) Clair Hallums/Michelle Wright (Version 2 and 4)	Date: 22 May 2020, 23 September 2020 24 August 2020, 06 January 2021, 23 June 2021
Next Review Date: September 2021	Red – high risk Yellow – medium risk Green - little or no risk	Key: Please see charts at the beginning and end of the document for alert levels and risk gradings.

Focus	Area of consideration	Risk	Likelihood	Impact	Grading	Standard Control Measures for UK Covid Alert Level 1-3	Additional Control Measures for UK Covid Alert Level 4 & 5	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 safeguarding concerns. Families will be unsure about symptoms and may bring a child to nursery when they have covid 19 	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. Where children aged under two years old are settled, these parents should just come to the door to drop off and collect in line with other age groups. Staff will mark the register and will complete visitors book. 	<ul style="list-style-type: none"> Staff will wear a clear faced visor when having contact with children, staff and parents. 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. Parents are provided with a detailed information sheet on symptoms and when its acceptable and not acceptable to bring their child to nursery. If there are a high level of staff shortages, it may be necessary to prioritise 	Yellow

					<ul style="list-style-type: none"> • 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. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed or current isolation guidelines followed. • 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 procedures must be followed. • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. 	<p>places when demand for places is too high. In these circumstances we will give priority to:</p> <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 • All other remaining children 	
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					<ul style="list-style-type: none">• 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 in light of all the circumstances and the current public health advice• 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.• 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 and cross contact with other adults		
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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. • 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. • Malleable materials such as sand, mud and water should be risk assessed including cleaning and replacement of the substance. Materials should be handled by a consistent group of children and that no one else outside this group can come into contact with it. 	<ul style="list-style-type: none"> • Outdoor spaces should be used by different groups of children, at different times of the day • Children’s sessions will be organised into small groups of attendance wherever possible. These small groups should not mix during the week. • Physical environment to be adjusted into dedicated spaces for each group of children. • Malleable materials may be withdrawn as a curriculum activity. 	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 need for extra cleaning and hand washing and wont want to engage • Culture of limiting contact with items and people may instil anxiety in children 	3 3 4	2 2 2	Yellow 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 	<ul style="list-style-type: none"> • 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. • Provision will be based in the garden as much as possible. Children will need suitable 	Green

						<p>as a result of COVID-19 and staff 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. • 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 	<p>clothing and a water proof coat every day</p>	
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 		Yellow	

						<p>PPE (visors) which must be worn when in close contact with a child or group of children</p> <ul style="list-style-type: none"> • Visors and protective clothing is to be used by staff who undertake any close contact work with children (eg helping a child to sleep, comforting a child who is hurt, etc) 		
If a child starts displaying symptoms.	<ul style="list-style-type: none"> • Child will become unwell • 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. 	5	3	Red	<ul style="list-style-type: none"> • If a child begins displaying symptoms of coronavirus they should be sent home to isolate per the guidelines. Parents will be contacted and immediate collection must follow. A standard letter is issued by the PIC to give clear instructions to the family. • 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 		Yellow	

						<p>cleaning products before being used by anyone else.</p> <ul style="list-style-type: none">• 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		
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						<ul style="list-style-type: none"> 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. Staff may have the virus and not know they have it and infect others in their workplace. 	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. 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. Asymptomatic testing for all staff twice a week using self test rapid antigen test kits at home. All positive cases to be reported to management. 	<ul style="list-style-type: none"> 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. Attendance may be prioritised according to the individual risk to the employee based on their health conditions. 	Yellow
			3	4	Red			

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. 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 	<ul style="list-style-type: none"> Staff to wear clear faced visors throughout their session when working alongside staff, children and families. 	Yellow
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						<p>allocated to team breaks where possible</p> <ul style="list-style-type: none"> • 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 		
	Vulnerable workers	<ul style="list-style-type: none"> • Increased risk of illness and complications for workers who are clinically extremely vulnerable and workers in higher risk categories 			Red	<ul style="list-style-type: none"> • Identify who people who are clinically extremely vulnerable, pregnant or in another high risk category. • Determine their vaccination status and act accordingly • Follow the government guidance • Complete individually risk assessments to reduce the risk of infection. • A supply of clear faced visors are offered to these staff for any close contact work with children including nappy changing, nursing and comforting children, assisting babies to sleep and group work. 	<ul style="list-style-type: none"> • Work from home if possible • Access the job retention scheme if available. 	Yellow

						<ul style="list-style-type: none"> • Introduce appropriate, additional control measures (as outlined in the next column in this document, COVID 19 alert level 4 and 5). 	
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. 		Green

						<ul style="list-style-type: none"> • Where children aged under two years old are settled, these parents should just come to the door to drop off and collect in line with other age groups. • 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. • Encourage asymptomatic testing for all families twice a week using self test rapid antigen test kits at home. 		
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 face to face events inside. • Where PLOD meetings need to be carried these are to be completed electronically. • Use Connect, Website and Facebook to communicate information to families 	<ul style="list-style-type: none"> • Undertake parents evenings and home visits using video conferencing calls or telephone calls. 	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. • Encourage asymptomatic testing for all families twice a week using self test rapid antigen test kits at home. 		
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. • Show rounds should occur at non peak times or out of hours where possible. They can also be conducted via virtual conferencing such as zoom. Virtual show rounds are available on our social media sites. Where visits are conducted in setting, visitors are required to wear face coverings and complete a contact track and trace form. • Visitors may be accepted into the setting if risk assessed and the visitor has a negative result from a self test rapid antigen test kits on the day of the visit. 	<ul style="list-style-type: none"> • 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 	Green

							<p>other professionals who wish to visit the nursery. They should only visit if absolutely essential.</p> <ul style="list-style-type: none"> Show rounds and new child admissions may be suspended, except for children of key workers and for vulnerable children. 	
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, or by contact with contaminated objects and surfaces. 	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. Educational visits and outings can take place. Visits to places outdoors are preferred and social distancing rules apply. 	<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. 	Green

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 		Green

						<ul style="list-style-type: none"> Adequate supply of tissues and bins to be provided at each Nursery. 		
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 	<ul style="list-style-type: none"> Soft toys should be removed and soft furnishing should be limited 	Green	
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 settings should be avoided. Face coverings should be worn by all staff when using communal areas, corridors and when social distancing between adults is not possible. A supply of clear faced visors can be worn by staff for any close contact work 	<ul style="list-style-type: none"> Clear faced Visors must be worn by staff for any work with children. They may be removed when staff work outside and they observe social distancing with children. 	Green	

						<p>with children or speaking face to face with families.</p> <ul style="list-style-type: none"> • Face coverings are necessary for all visitors to the nurseries, unless they have a valid reason not to wear one. 		
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Likelihood	Very High	6				
	High	5				
	Significant	4				
	Low	3				
	Very Low	2				
	Almost Impossible	1				
			1	2	3	4
			Negligible	Marginal	Critical	Catastrophic
			Impact			