

## Bows and Arrows Nursery Group – Covid Risk Assessment

### Version 6 - Updated 23.08.2021

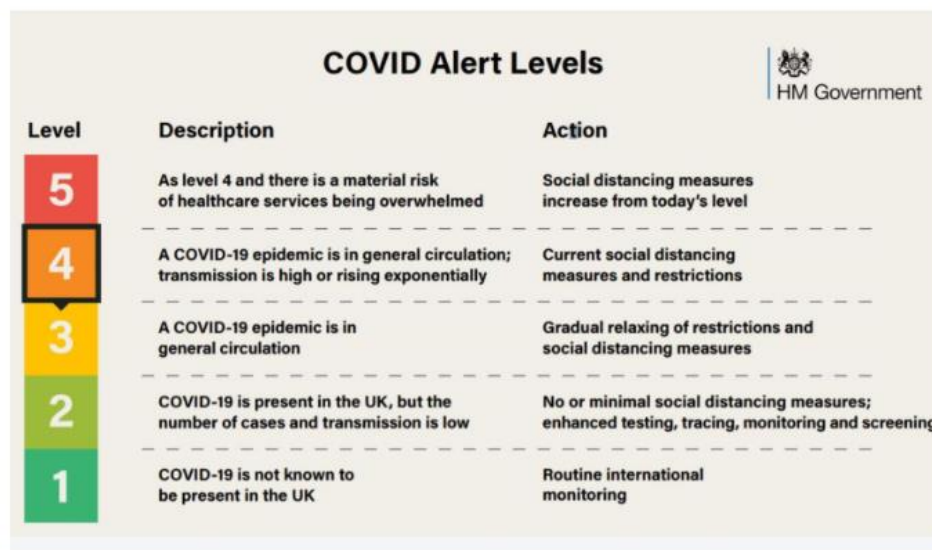
#### Most Coronavirus restrictions have now been lifted. In England:

- *You do not need to stay 2 metres apart from people you do not live with*
- *You should meet outdoors where possible and let fresh air into homes or other enclosed spaces.*
- *The government is no longer instructing people to work from home if they can*
- *If you have symptoms get a test and stay at home*
- *Isolate if you test positive for COVID-19 or when told to do so by NHS Test and Trace*

#### England is in step 4 of the roadmap. The Delta COVID-19 variant is spreading in England.

This risk assessment (version Six) has been written with reference to the guidance: Actions for early years and childcare providers during the coronavirus (COVID-19) pandemic - Updated 17 August 2021

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-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             |                                                                                                                                                  |                                                                                                                   |
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| <b>Establishment:</b><br>Bows and Arrows Nurseries | <b>Assessment by:</b><br>Anne Denny (Version 1, 3 and 5)<br>Clair Hallums/Michelle Wright (Version 2 and 4)<br>Anne Denny / Managers (Version 6) | <b>Date:</b><br>22 May 2020, 23 September 2020<br>24 August 2020, 06 January 2021, 23 June 2021<br>23 August 2021 |
| <b>Next Review Date:</b><br>September 2021         | <b>Red</b> – high risk<br><b>Yellow</b> – medium risk<br><b>Green</b> - little or no risk                                                        | <b>Key:</b><br>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"> <li>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.</li> <li>Child attendance will be lower and this provides less opportunities to monitor vulnerable children and safeguarding concerns.</li> <li>Families will be unsure about symptoms and may bring a child to nursery when they have covid 19</li> </ul> | 5          | 4      | Red     | <ul style="list-style-type: none"> <li>Families to be issued with staggered times to drop off/collect at Wigwams, Little Learner &amp; Forest Learners and Buttons and Bows Nursery, Wellington, Children's Triangle and The Nature Den Nursery will revert back to session times of 8am and 6pm. Social distancing to be followed where possible and we politely ask families to continue to wear a face covering while waiting outside. <ul style="list-style-type: none"> <li>Parents to drop and pick up outside the building whenever possible. Parents are asked to socially distance and wear face masks.</li> <li>Parents of children under two will be permitted in the building to drop off their children. Upset children will be passed to</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Staff will wear a clear faced visor when having contact with children, staff and parents.</li> <li>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.</li> <li>Parents are provided with a detailed information sheet on symptoms and when its acceptable and not acceptable to bring their child to nursery.</li> <li>If there are a high level of staff shortages, it may be</li> </ul> | Yellow            |

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|  |  |  |  |  |  | <p>a staff member by the parent and the staff member may be wearing PPE.</p> <ul style="list-style-type: none"> <li>• Any family who is required to sign accident/incident forms or have a more detailed conversation with staff will be telephoned before their child is collected to retain confidentiality during collection times.</li> <li>• 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.</li> <li>• Staff will mark the register and will complete visitors book.</li> <li>• Only children who are symptom free or have completed the required isolation period can attend the setting.</li> <li>• 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.</li> <li>• On arrival, children to wash hands thoroughly.</li> </ul> | <p>necessary to prioritise places when demand for places is too high. In these circumstances we will give priority to:</p> <ul style="list-style-type: none"> <li>• vulnerable children and children of critical workers</li> <li>• children who will be transitioning to Reception in September 2021</li> <li>• Children under two years old</li> <li>• All other remaining children</li> </ul> |  |
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|  |  |  |  |  | <ul style="list-style-type: none"><li>• Encourage children to avoid touching their face, eyes, nose and mouth.</li><li>• Under no circumstances will any child who displays symptoms be allowed to attend nursery and procedures must be followed.</li><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>• 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</li><li>• Drop off and collection is one adult per family.</li><li>• 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</li></ul> |  |  |
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|                                    |                                                                                                                                                                                                                                                                                                                                                                       |   |   |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>to minimise contact between the parent and other children and staff members.</p> <ul style="list-style-type: none"> <li>• Safeguarding leads will maintain contact with families who are not in regular attendance to ensure children are safe and well.</li> <li>• Parents to follow the one way system when dropping off children to minimise and cross contact with other adults</li> </ul>                                                                                  |        |  |
| Physical distancing/<br>grouping   | <ul style="list-style-type: none"> <li>• Social distancing is virtually impossible with early years children and places everyone at heightened risk.</li> <li>• Children will not understand they cannot explore the setting (free flow) or self- select toys and resources.</li> <li>• Children will not stay within the designated area for their group.</li> </ul> | 6 | 4 | Red    | <ul style="list-style-type: none"> <li>• Accept that young children will not comply with social distancing rules.</li> <li>• The use of communal internal spaces can be used but social distancing should be observed as much as possible. Staff no longer need to wear face masks in corridors except at Wellington nursery where this is a requirement of the shared building.</li> <li>• Distancing of beds/cots should be facilitated wherever possible</li> <li>• Malleable materials such as sand, mud and water can be used and regular cleaning and replacement of the substance must be maintained.</li> </ul> | <ul style="list-style-type: none"> <li>• Outdoor spaces should be used by different groups of children, at different times of the day</li> <li>• Children’s sessions will be organised into small groups of attendance wherever possible. These small groups should not mix during the week.</li> <li>• Physical environment to be adjusted into dedicated spaces for each group of children.</li> <li>• Malleable materials may be withdrawn as a curriculum activity.</li> </ul> | yellow |  |
| Children’s Wellbeing and education | <ul style="list-style-type: none"> <li>• Children wont understand the need for extra cleaning and hand</li> </ul>                                                                                                                                                                                                                                                     | 3 | 2 | Yellow | <ul style="list-style-type: none"> <li>• Children should be supported in developmentally</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Removal of soft furnishings, soft toys and toys that are hard</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  | Green  |  |

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|                                              | <p>washing and wont want to engage</p> <ul style="list-style-type: none"> <li>• Culture of limiting contact with items and people may instil anxiety in children</li> </ul>                                                                                              | 3 | 2 | Yellow | <p>appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p> <ul style="list-style-type: none"> <li>• Children should be supported to understand the changes and challenges they may be encountering 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.</li> <li>• Play equipment can be used as normal and where possible. Multiple groups are not to use it simultaneously.</li> <li>• 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</li> </ul> | <p>to clean. Where rugs are used for under twos, this is to be individually risk assessed and cleaning processes recorded.</p> <ul style="list-style-type: none"> <li>• Provision will be based in the garden as much as possible. Children will need suitable clothing and a water proof coat every day</li> </ul> |        |
| Toileting, nappy changing and intimate care. | <ul style="list-style-type: none"> <li>• 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.</li> </ul> | 5 | 3 | Red    | <ul style="list-style-type: none"> <li>• Children should be supported to do as much for themselves as possible.</li> <li>• 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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                     | Yellow |

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|                                        |                                                                                                                                                                                                                                                                                       |   |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• When changing nappies, children are encouraged to walk up stairs, under close supervision, but without contact from an adult.</li> <li>• When changing nappies, staff are to wear an apron and one pair of gloves. Staff have access to face visors which can be worn when in close contact with a child or group of children</li> <li>• Visors can be used by staff who undertake any close contact work with children if staff choose to (eg helping a child to sleep, comforting a child who is hurt, etc)</li> </ul> |        |  |
| If a child starts displaying symptoms. | <ul style="list-style-type: none"> <li>• Child will become unwell</li> <li>• 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.</li> </ul> | 5 | 3 | Red | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yellow |  |

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|  |  |  |  |  |  | <p>window should be opened for ventilation.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• If possible, the area should not be used for 72 hours after the child has been collected</li><li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited,</li></ul> |  |  |
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|           |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |   |     | <p>and if the area can be left unvisited then cleaned after 72 hours</p> <ul style="list-style-type: none"> <li>The person responsible for cleaning the area should wear appropriate PPE</li> <li>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</li> </ul>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                             |        |
| Workforce | Attendance                       | <ul style="list-style-type: none"> <li>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.</li> <li>Some staff may be more at risk of becoming seriously ill if they catch COVID-19 due to certain health conditions.</li> <li>Staff may have the virus and not know they have it and infect others in their workplace.</li> </ul> | 4 | 3 | Red | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>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.</li> <li>Attendance may be prioritised according to the individual risk to the employee based on their health conditions.</li> </ul> | Yellow |
|           |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3 | 4 | Red |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                             |        |
| Workforce | Physical distancing/<br>grouping | <ul style="list-style-type: none"> <li>COVID-19 will be transmitted from symptomatic people to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           | 5 | 3 | Red | <ul style="list-style-type: none"> <li>Accept that very young children will not comply with social distancing rules</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Staff to wear clear faced visors throughout their</li> </ul>                                                                                                                                                                                                                                                         | Yellow |

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|  |  | others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. |  |  |  | and will come into contact with adults. <ul style="list-style-type: none"><li>• Adult to adult contact can be prevented and social distancing should be observed as much as possible.</li><li>• Wherever possible staff should remain with the group of children who they are allocated to and limited the contact with other groups where possible. Nursery Manager or PIC can decide to mix groups of children if necessary. Tracking staff movements between groups/rooms should be documented and retained.</li><li>• If possible, social distancing should be maintained during breaks. Staff can access staff rooms together where they can socially distance from one another and rooms can be ventilated e.g. open windows and doors.</li><li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li></ul> | session when working alongside staff, children and families. |  |
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|  |                    |                                                                                                                                                                                           |  |  |     | <ul style="list-style-type: none"> <li>• Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing</li> <li>• Quality assurance visits can now take place with visitors wearing a mask when inside the building.</li> </ul>                                                                                                                                                                                                                                                              |                                                                                                                                         |        |
|  | Vulnerable workers | <ul style="list-style-type: none"> <li>• Increased risk of illness and complications for workers who are clinically extremely vulnerable and workers in higher risk categories</li> </ul> |  |  | Red | <ul style="list-style-type: none"> <li>• Identify who people who are clinically extremely vulnerable, pregnant or in another high risk category.</li> <li>• Determine their vaccination status and act accordingly</li> <li>• Some staff who are at added risk due to not being vaccinated or vulnerable may be required to take extra precautionary measures such as wearing face visors, masks and reduced contact with others.</li> <li>• Follow the government guidance</li> <li>• Complete individually risk assessments to reduce the risk of infection.</li> <li>• A supply of clear faced visors are offered to these staff for any close contact work with children</li> </ul> | <ul style="list-style-type: none"> <li>• Work from home if possible</li> <li>• Access the job retention scheme if available.</li> </ul> | Yellow |

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|           |                                |                                                                                                                                                                                                                                                                          |   |   |        | <p>including nappy changing, nursing and comforting children, assisting babies to sleep and group work.</p> <ul style="list-style-type: none"> <li>• Introduce appropriate, additional control measures (as outlined in the next column in this document, COVID 19 alert level 4 and 5).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |        |
| Workforce | Office staff/working from home | <ul style="list-style-type: none"> <li>• 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.</li> </ul> | 4 | 3 | Red    | <ul style="list-style-type: none"> <li>• Avoiding employees working face to face by working side by side or facing away from each other where possible</li> <li>• Using protective screening for staff in receptions or similar areas</li> <li>• Reviewing layouts to allow staff to work further apart from each other</li> <li>• Cease taking payments on site. All families to pay electronically on line.</li> <li>• Maximising use of electronic paperwork</li> <li>• Equipment used by staff such as stationary, tablets etc. should be cleaned regularly</li> <li>• Restrict access to nursery office where possible<br/>Individual nursery to carry out risk assessment depending on their own set up.</li> </ul> | Yellow |
|           | Training                       | <ul style="list-style-type: none"> <li>• Staff will not know, understand or follow</li> </ul>                                                                                                                                                                            | 3 | 3 | Yellow | <ul style="list-style-type: none"> <li>• All staff members must receive appropriate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Green  |

|         |                     |                                                                                                                                                                                                                                                                        |   |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |
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|         |                     | new operating procedures and risk assessments.                                                                                                                                                                                                                         |   |   |     | <p>instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.</p> <ul style="list-style-type: none"> <li>Update all staff on revised risk assessment and operations procedures during staff meetings and PD Days.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |
| Parents | Physical Distancing | <ul style="list-style-type: none"> <li>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.</li> </ul> | 4 | 3 | Red | <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>Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible.</li> <li>Stagger parent drop off and collection times so families do not congregate at the nursery entrance.</li> <li>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.</li> <li>When parents are waiting to drop off or collect their child, physical distancing should be maintained where possible.</li> <li>Where children aged under two years old are settled,</li> </ul> | Green |

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|                |                                                                                                                                                |   |   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>these parents should just come to the door to drop off and collect in line with other age groups.</p> <ul style="list-style-type: none"> <li>• Parents are permitted to enter the nursery for the purpose of settling in sessions. Parents are asked to wear a face mask for the time they are inside the building.</li> <li>• Encourage asymptomatic testing for all families twice a week using self test rapid antigen test kits at home.</li> </ul> |        |  |
| Communications | <ul style="list-style-type: none"> <li>• Families will not know, understand or follow new operating procedures and risk assessments</li> </ul> | 4 | 3 | Red | <ul style="list-style-type: none"> <li>• 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</li> <li>• Where PLOD meetings need to be carried these should be completed electronically or parents can come into the nursery if there is an area to socially distance from staff and parents must wear a face covering while inside.</li> <li>• Use Connect, Website and Facebook to communicate information to families</li> <li>• Discourage families from chatting and</li> </ul> | <ul style="list-style-type: none"> <li>• Undertake parents evenings and home visits using video conferencing calls or telephone calls.</li> </ul>                                                                                                                                                                                                                                                                                                          | Yellow |  |

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|          |        |                                                                                                                                                                                                                                                                          |   |   |        | <p>communicating with staff and other children.</p> <ul style="list-style-type: none"> <li>• Discourage families from chatting and communicating with other parents when they are at the nursery.</li> <li>• Encourage asymptomatic testing for all families twice a week using self test rapid antigen test kits at home.</li> </ul>                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |
| Visitors | Visits | <ul style="list-style-type: none"> <li>• 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.</li> </ul> | 3 | 3 | Yellow | <ul style="list-style-type: none"> <li>• All trustee involvement, should where possible, be conducted via virtual conferencing such as zoom.</li> <li>• 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 asked to wear face coverings.</li> <li>• Visitors may be accepted into the setting as long as they are symptom free and they agree to wear a face covering for the duration of their visit, unless exempt.</li> </ul> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintenance visits should be made outside of the usual nursery operational hours where possible or at less busy times.</li> <li>• Explore alternative ways of providing information to other professionals who wish to visit</li> </ul> | Green |

|        |                                           |                                                                                                                                                                                                                                                                        |   |   |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                             |       |
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|        |                                           |                                                                                                                                                                                                                                                                        |   |   |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>the nursery. They should only visit if absolutely essential.</p> <ul style="list-style-type: none"> <li>Show rounds and new child admissions may be suspended, except for children of key workers and for vulnerable children.</li> </ul>                                                                                                                                                |       |
| Travel | Travel associated with setting operations | <ul style="list-style-type: none"> <li>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.</li> </ul> | 3 | 3 | Yellow | <ul style="list-style-type: none"> <li>Wherever possible staff and parents should travel to the nursery alone, using their own transport</li> <li>If public transport is necessary, current guidance on the use of public transport must be followed</li> <li>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.</li> <li>Educational visits and outings can take place both indoors and outdoors. Visits to places outdoors are preferred and social distancing</li> </ul> | <ul style="list-style-type: none"> <li>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.</li> <li>With the exception of Forest Learners, Forest school sessions will cease.</li> </ul> | Green |



|                             |                |                                                                                                                                                                                           |   |   |        |                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
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|                             |                |                                                                                                                                                                                           |   |   |        | should be maintained where possible.                                                                                                                                                                                                                                                                                                                                                                                               |       |
| Hygiene and Health & Safety | Hand Washing   | <ul style="list-style-type: none"> <li>Limited or poor handwashing techniques will encourage cross contamination.</li> <li>Staff skin will get sore from frequent hand washing</li> </ul> | 4 | 3 | Red    | <ul style="list-style-type: none"> <li>All children and staff must wash their hands upon arrival at the nursery</li> <li>Children and staff members should be encouraged to wash their hands frequently</li> <li>Nails, jewellery and clothing should be appropriate to facilitate good hygiene practices</li> <li>Hand cream should be provided and staff are able to bring in their own creams from home.</li> </ul>             | Green |
|                             | Cleaning       | <ul style="list-style-type: none"> <li>Inadequate cleaning will encourage cross contamination.</li> <li>Staff skin will get sore from frequent use of cleaning products</li> </ul>        | 4 | 3 | Red    | <ul style="list-style-type: none"> <li>An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment</li> <li>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.</li> <li>Gloves will provided for cleaning purposes.</li> </ul> | Green |
|                             | Waste disposal | <ul style="list-style-type: none"> <li>Contaminated waste may be handled by children and adults exposing them to added risk</li> </ul>                                                    | 3 | 3 | Yellow | <ul style="list-style-type: none"> <li>All waste must be disposed of in a hygienic and safe manner</li> <li>Tissues must be immediately disposed of</li> </ul>                                                                                                                                                                                                                                                                     | Green |

|         |                                                                                                                                                                                                                 |   |   |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                        |       |  |
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|         |                                                                                                                                                                                                                 |   |   |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Bins to be emptied more throughout the day</li> <li>• Adequate supply of tissues and bins to be provided at each Nursery.</li> </ul>                                          |       |  |
| Laundry | <ul style="list-style-type: none"> <li>• Contaminated items may be handled by children and adults exposing them to added risk</li> </ul>                                                                        | 3 | 3 | Yellow | <ul style="list-style-type: none"> <li>• All items within the setting requiring laundering must be washed in line with NHS laundry guidelines</li> <li>• Items such as towels, flannels and bedding must not be shared by children</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Soft toys should be removed and soft furnishing should be limited</li> </ul>                                                                                                  | Green |  |
| PPE     | <ul style="list-style-type: none"> <li>• PPE may not be available to purchase or be in short supply.</li> <li>• People will spread the virus if they don't cover their face, hands and body with PPE</li> </ul> | 5 | 4 | Red    | <ul style="list-style-type: none"> <li>• A good stock of PPE should be held on site at all times.</li> <li>• 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>• Face coverings do not need to be worn by staff when using communal areas and corridors except for the communal areas at Wellington Nursery where this is required.</li> </ul> | <ul style="list-style-type: none"> <li>• 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.</li> </ul> | Green |  |

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|  |  |  |  |  |  | <ul style="list-style-type: none"> <li>• A supply of clear faced visors can be worn by staff for any close contact work with children or speaking face to face with families.</li> <li>• Face coverings are necessary for all visitors to the nurseries, unless they have a valid reason not to wear one.</li> </ul> |  |  |
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|-------------------|--------------------------|----------|-------------------|-----------------|-----------------|---------------------|
| <b>Likelihood</b> | <b>Very High</b>         | <b>6</b> |                   |                 |                 |                     |
|                   | <b>High</b>              | <b>5</b> |                   |                 |                 |                     |
|                   | <b>Significant</b>       | <b>4</b> |                   |                 |                 |                     |
|                   | <b>Low</b>               | <b>3</b> |                   |                 |                 |                     |
|                   | <b>Very Low</b>          | <b>2</b> |                   |                 |                 |                     |
|                   | <b>Almost Impossible</b> | <b>1</b> |                   |                 |                 |                     |
|                   |                          |          | <b>1</b>          | <b>2</b>        | <b>3</b>        | <b>4</b>            |
|                   |                          |          | <b>Negligible</b> | <b>Marginal</b> | <b>Critical</b> | <b>Catastrophic</b> |
|                   |                          |          | <b>Impact</b>     |                 |                 |                     |