

Blossom Day Nursery Risk Assessment for COVID-19



Risk Assessment Policy and Procedure to limit cross infection

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At Blossom Day Nursery the Owners Mrs Tay Mason and Mrs Mel Mulley have always ensured the appropriate Policies and Procedures have been in place and are followed by all staff to ensure Government legislations and Early Years Foundation Stage Guidance are being adhered to, which means the children's welfare is not compromised. This additional Risk Assessment has been written in line with new Guidance from the Government and the Department of Education specifically to help prevent the spread of Coronavirus in the Nursery setting and to ensure it can operate safely for children, Parents and all Staff.

1. Managing the risk of cross infection when children arrive at the setting

Who is safe to attend the setting?

Only children and Staff who are symptom free of Coronavirus or have completed the required isolation period should attend the setting and are well. Only Parents/Carers who are symptom free or have completed the required isolation periods will be able to drop off or collect their child. Any confirmed cases will be reported immediately to RIDDOR.

Information and guidance can be found on:

https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIzd7i2K626QIVh-7tCh15SQRwEAAYASAAEgJcWPD_BwE

How will I know staff are safe to work with the children?

All Staff will be required to take their temperature when they first arrive at work before the children are due to start their session and at the end of the day which they will document in the Staff temperature book to ensure they are safe to work. If a staff member has had to self-isolate or have presented with Coronavirus symptoms then they will be expected to fill out a Health questionnaire before returning to work to ensure they have followed guidelines and are symptom free. Parents will be informed via email if a staff member test positive for Coronavirus.

How will the arrival of children be managed?

There will be a doorbell on the outside of the 0-2.5 years room door and the foyer door for Parents/Carers to ring when they arrive.

Pre-School Children will queue from the outside door with one Parent/Carer ensuring they follow social distancing rules of keeping 2 metres apart to follow Government guidelines. There will be a sanitizing station on the outside of the door for every Parent to clean their hands and sanitize the door handle and doorbell before opening and closing the door. Each child in turn will be invited by a member of staff who will be wearing gloves from their room to come in through the foyer door while the Parent stays on the outside. The member of staff will then wipe down the door handle from the inside. Each child will then be asked to wash their hands for at least 20 seconds using at the wash station and soap in the foyer before entering the Pre-school room.

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0-2.5 years children will queue with one Parent/Carer at the Baby room door from the outside ensuring they follow social distancing rules of keeping 2 metres apart. There will also be a sanitizing station outside the

door for Parents to clean their hands and wipe down the door handle and doorbell before and after opening the door. Each child will be invited by a member of staff from their room to come in or the staff member will take the child from the Parent if they are not yet walking or need the reassurance. The Member of staff will then wipe down the door handle from the inside and wash the child's hand before entering the main 0-2.5 years room.

Parents/Carers will be expected to ensure their child/children stay with them in the queue to ensure social distancing rules are adhered to at all times. If children are allowed to run around especially with others, they will be refused entry into Nursery.

The Nursery will monitor the length of the queue over the first week to decide whether we need to implement a staggered start time at busier times of the day to limit cross infection.

2. Managing the risk of cross infection when leaving the Nursery

How will I collect my child/children from Nursery safely?

One Parent/Carer queue to ring the doorbell from either the 0-2.5 years door or from the outside foyer door 2 metres apart following social distancing rules and a member of staff will bring their child/children to them after they have washed their hands in the foyer. There will be sanitizing stations outside both doors for Parents to clean their hands and to wipe the door handle and doorbell before and after they have touched them. Parents/Carers will be expected to leave the premises straight after picking up their child/children to limit the risk of cross infection.

How will I be able to communicate with my child's key person as I will not be able to have a face to face handover?

Each child will have their own handover communication book which will be kept in a plastic wallet which they will need to bring to Nursery every day they attend. This book will be used for Parents/Carers to write down how they child has been and any information which needs to be passed on to the key person about their care. The key person will also write about the child's day and any other important information for Parents to read when they have been picked up.

If a Parent/Carer needs to talk to their key person about a specific concern or the Nursery Manager we will arrange a time to do this via the phone and this can be requested in the handover book.

How will this book be kept clean and protected from cross infection?

The child will bring their book into the foyer or 0-2.5 years foyer and the plastic wallet will be cleaned with an anti-bacterial wipe or spray at the beginning and at the end of the child's session. The plastic wallets will be kept in the foyers throughout the day. The book and plastic wallet will be handed back to your child as they leave to pass to the Parent/Carer. Staff will wear gloves when handling the plastic wallets and handover books.



3. Managing Existing Injuries, Accidents and Medication needs

How will I be informed about an accident which has occurred during my child's day?

All Parents/Carers will need to ensure they bring their own pen to the door to ensure they can sign any documents which will limit cross infection.

If a child has had an accident during the day at Nursery Parents/Carers will receive a call from their key person to inform them of what has happened and then when they pick up their child, they will be handed an accident form to sign through the door. The accident book will be wiped down afterwards. Staff will wear gloves to limit the risk of cross-infection.

How will I complete an existing injury form when my child arrives at the Nursery?

Existing Injury forms will be in the plastic wallet for Parents/Carers to complete at home and sign for the child to bring in with them. If we need to speak to a Parent/Carer about the existing injury the Nursery Manager or Room Leader will phone to discuss it.

How will I sign the Medication Book if my child needs to bring in new medicine?

Parents/Carers will be provided in their child's plastic wallet with forms to fill in and sign and this will be stuck into the medication book by the key person. The key person will bring the medication book for Parents/Carers to sign at the end of their Child's session to the door.

Parents/Carers must ensure the child's medication is in a named plastic sandwich bag when they bring it to Nursery so it can be sanitized upon arrival.

If we need to speak to a Parent/Carer about the medication further the Nursery Manager or Room Leader will phone to discuss it.

How will my child's personal belonging be stored to limit cross infection?

The children's coats and bags will be stored in the foyers and only brought into the room when needed. Children will not be permitted to bring items from home into the setting unless absolutely necessary for their wellbeing such as a comforter. Comforters will be appropriately cleaned upon arrival and Parents/Carers should bring them in a plastic bag.

4. Managing the risks of travelling to and from Nursery

Will I be able to leave my child's Buggy, Car Seat, Scooter or Bike in the foyer?

To limit the spread of infection Parents/Carers will not be permitted to leave any travel accessories including Buggies, Car Seats, Scooters or Bikes in the Foyer. Blossom Day Nursery LTD cannot take any responsibility for any of any personal property left outside the Nursery.

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How will the risk of cross infection be managed if travelling to and from Nursery?

Wherever possible staff and Parents should travel to Nursery on their own, using their own transport.

If Public transport is necessary, current guidance on the use of public transport must be followed. Staff who have to use public transport will be expected to wear a mask and change into their uniform once they have arrived, clothes worn to travel in will be placed in a bag and tied up to limit cross infection. The staff member will be expected to ensure they have sanitised themselves appropriately before entering the Nursery Room.

Guidance on safer travel can be found on: www.gov.uk/guidance/coronavirus-covid-19-safer-travel

Will my child be going out on walks and trips in the community whilst at Nursery?

During the Coronavirus pandemic the children will not be going out on walks or trips to ensure they are not mixing with members of the general public. This will be reviewed in line with further guidance from the Government in the future.

Will Visitors be permitted to enter the Nursery?

Blossom day Nursery LTD have exclusive use of Rooksdown Community centre until the 1st of September 2020. Visitors will not be permitted to enter the Nursery unless essential. If there is essential maintenance to the building when has to be completed the Nursery Manager or Deputy Manager on duty will ensure the worker follows social distancing rules, they will be expected to sanitize themselves and their equipment appropriately and wear appropriate PPE. All deliveries to the Nursery will be left outside at the door which includes milk and all food/catering deliveries, the containers will then be cleaned before being brought into the building.

Most meetings with other professionals are taking place virtually but we have a duty of care to protect the welfare of the children which means there may be circumstances when another professional needs to visit the setting, social distancing rules and hygiene procedures to stop cross infection will be adhered to at all times.

If a Parent/Carer and their child need to attend a settling in session, we will ensure they follow social distancing rules by creating an area in the foyer to be able to discuss their child's needs with the key person as it is important the child is able to become familiar with the setting before they start to ensure we are for filling EYFS guidelines. They will be expected to follow the nurseries infection control Policy and Procedure and the session time will be restricted to half an hour.

The Nursery will be offering a virtual show round for new parents to limit the number of people entering the building.

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5. Managing physical distancing and grouping

Will my child be made to social distance with other children?

Government guidance states children will not be expected to adhere to social distancing rules but they will be encouraged to stay within their 'bubble' to limit the risk of cross-infection. They will not be able to mix with children from another room during the pandemic.

What does the term 'Bubble' mean?

Practitioners will be working in pairs to ensure breaks are covered and the children do not need to be looked after by a different practitioner from another bubble, this will stay the same each day when possible which will limit the risk of cross infection. They will be allocated the same group of children between 6-8 children each day which will be known as a bubble. Although the key person system is still in place your child may be given a new key person to ensure we can manage the groups of children safely. The practitioners will be encouraging the children to stay and play within their bubble. The practitioners in charge of their bubble will be responsible for all the children's care needs and education. They will also be responsible for collecting the child who is in their bubble from the door and bringing them back to Parents at the end of their session where possible.

How will I know which bubble group my child is in and which practitioners are looking after them?

If your child's key person has had to change, we will be informing you via email before your child returns to Nursery. Practitioners will be informing Parents/Carers in the handover communication book on the child's first day back the names of both Practitioners in their bubble. If a practitioner is absent from Nursery, Parents/Carers will be informed in the handover book if the child has had to join a different bubble.

How will you manage staff social distancing measures?

Staff will be limited to only those required to care for the number of children attending on any given day and those needed to maintain extra cleaning schedules. Staff members will be expected to avoid physical contact with each other and will be expected to only work within the room they have been allocated to when possible.

How will you maintain social distancing during staff break times?

There will be two separate areas for staff to have their breaks within the foyer. They will be split into 0-2.5 years staff and Pre-school staff and there will only be one staff member from each room on a break at the same time. Staff will be expected to sanitize their hands properly before entering back into their allocated room.

Staff will knock on the entrance door to the toilets before entering to ensure they are empty to help stop cross infection.

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How will you manage the number of children at one time in the Nursery garden?

There will be a rota for the garden to ensure only one bubble group at a time will be using it to ensure it is not too busy. The 0-2.5 years children will be given allocated times to use the main garden and they will access it via the garden gate at the side of the building.

Will you be making changes to the Nursery routine to ensure children are not grouped closely together?

Circle time will not take place in a big group. Children will be allowed to sit within their bubble for stories and learning but space safely apart. Song times and exercise times will also be within their bubble. The layout of the room will be changed to ensure there are no enclosed areas such as a den for children to huddle together and the sleep/rest areas will ensure the cots and sleep mats are kept 2 metres apart.

How will you manage the mealtime and snack times routines?

The children will sit when possible at the table within their bubble. They will be spaced further apart than usual and tables will be set further apart from each other. To limit the risk of infection the children will be served their food on disposable plates and use disposable cutlery so they can be disposed of as soon as they have finished.

The children will then wash their hands when they have finished before they go to play. One practitioner from each bubble will be responsible for cleaning their children's table and the other practitioner will be responsible for looking after the children.

How will you manage keeping the children's water bottles separate and clean?

Parents/Carers will need to supply a named water bottle for their child each day. This will be sent home and brought back at each day. The staff will provide disposable cups available for the children to use if they have forgotten to bring one.

The children's water bottles will be grouped in the bubble to help reduce the risk of cross infection. The water bottles will be wiped clean throughout the day by a practitioner from their bubble.

6. Managing Hygiene and Health & Safety

How will you manage the situation if a child or staff member becomes ill during the Nursery day?

If a Staff member becomes ill during the day they will be sent home immediately and will ensure the follow Government Guidelines on Self-isolation. The Room they have been working in will be thoroughly cleaned. There will be a designated area in the foyer which will be the sick bay. Children will need to stay in the area with their key person when possible until they are picked up by their Parent/Carer. Parents/Carer's will be expected to pick them up from the setting as quickly as possible to ensure the risk of infection has been limited.

The key person will wear Gloves and an apron while looking after the child, there will be a plastic chair in the sick bay so it can be cleaned properly after the child has left the setting and will not be used again for at least 72 hours. The sick bay will be thoroughly cleaned in case it is needed to be used again the same day. The key person will then ensure they have changed their uniform as all staff will be required to bring in

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spare uniform each day and sanitized appropriately. The room the child has been in will be cleaned thoroughly too.

How often will you encourage children to wash their hands?

At Blossom we have always encouraged the children to wash their hands regularly. The children will wash their hands before entering the Pre-school or 0-2,5 years room. They will be encouraged to wash their hands after taking part in activities and using the toilet. They will also be encouraged to wash their hands before eating and afterwards as well as when they come in from the garden. If they have wiped their nose, they will also be encouraged to wash their hands after they have disposed of the tissue in the bin provided. They children will wash their hands again when they are ready to leave the Nursery.

How will you ensure the cleaning is maintained throughout the day?

There will be an enhanced cleaning rota throughout the day for staff to follow which will include furniture, surfaces and Children's toys and equipment. Only one Practitioner from their bubble will be on the rota at a time.

Communal areas such as toilets, touch points and hand washing facilities will be cleaned and sanitised regularly. Staff will be expected to sign the cleaning risk assessment when they have completed the tasks. At 5:30 pm each day the Nursery will be thoroughly cleaned by one staff member from each bubble and when all the children have left the building the touch points and toilets will be cleaned before the staff leave the building to ensure it is ready for the next day.

How will you ensure all towels and bedding is washed and not shared by other children?

At Blossom children have always have been allocated their own bedding which is not shared and this will continue. All bedding and towels will be laundered in line with NHS laundry guidelines. If Parents/Carers want to provide their own bedding for their children they must ensure it arrives in a tied bag and it will be sent home again in exactly the same way.

Dressing up clothes will be washed daily to reduce cross infection.

Will some activities and resources be suspended during the pandemic?

Sand, water play, cooking activities and junk modelling will be suspended as they pose a higher risk of cross infection. Playdough will be made separately for each bubble and disposed of after the activity. Mark making utensils and equipment will be sanitized after each use. All aprons used for art and craft will be thoroughly washed between use. Soft toys and any extra soft materials which are not necessary for sleep will not be used either to reduce the risk of cross infection.

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What PPE will be used within the Nursery?

Government guidance states PPE is not required for general use in Early Years settings to protect against COVID-19 transmission. Blossom have always ensured staff wear aprons and gloves for cleaning, nappy changes, helping with toileting needs, administration of first aid and for handling food and will continue to do so as it our policy.

Blossom has ensured there is an adequate supply of essential supplies and would not operate if there were not enough essential supplies required for ensuring infection control.

A monitoring system is in place for the usage of PPE to ensure the supply of stock does not become low before replenishing the stock.

7. Changes to Risk assessment for Covid-19

Why would changes need to be made to the Risk Assessment?

Changes to Government guidance are made regularly to ensure the advice given is relevant to the stage of the pandemic which means the Nursery may need to act quickly to adapt practice to ensure compliance is being met at all times and to ensure the welfare of the children, Parents and Staff continues to be met.

Although the above procedures have been risk assessed it may mean in practice changes need to be made to ensure the Nursery is run smoothly which can only be assessed once the nursery is operational.

How will changes to the Risk Assessment be communicated to Parents/Carers?

All Parents/Carers will be informed by email or it will be communicated in the children's handover communication book. The Risk Assessment Policy and Procedures will also be updated.

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