

Risk assessment for : Tigers Day Nursery Ltd



Risk assessment name	Managing Coronavirus	Assessment type	 General
Assessor name	Jane Tubb	Affected site(s)	Tigers Day Nursery Ltd (RG18 3QY)
Assessment date	29/03/2021	Review period	Monthly
Approved by	Jane Tubb	Review date	29/04/2021
Approved date	29/03/2021	Reference	version 30

Description

Risk assessment to minimise the risk of infection and spread of Coronavirus within the 2020/21 worldwide pandemic

Overall risk rating : 6 (**Medium**)

Hazard	Who could be harmed and how?	Existing controls
 Clinically vulnerable employees	Those classed as clinically vulnerable	 <p>Managing the risks to clinically and extremely clinically vulnerable staff</p> <p>Some staff are classed as clinically and/or extremely clinically vulnerable under Government guidance due to factors of their age or health condition. We will meet individual staff needs by communicating and offering ways to minimise the risk to them and avoiding close contact with others. Clinically and extremely clinically vulnerable staff will ensure they follow guidance at all times. Clinically vulnerable staff and children are able to attend as long as a sufficient risk assessment is in place to protect them. This is particularly applicable to pregnant staff who have individual risk assessments in place and are advised to make it a priority to keep up to date with general risk assessments to protect everyone. Anyone with household members classed as extremely clinically vulnerable are able to attend nursery. Shielding advice now withdrawn as of 1/4/21 but staff are expected to maintain social distancing and hand washing guidance as previously, particularly if they are classed as clinically vulnerable or extremely clinically vulnerable</p>

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 <p>Complications for children</p>	<p>Student / pupil</p> <p>How? See above</p>	 <p>Awareness</p> <p>Children are the least 'at risk' group from Coronavirus and those children who do contract it usually have a mild form and recover quickly. There are concerns that some children suffer complications which are similar to Toxic Shock Syndrome (TTS) and Kawasaki disease which Health Care professionals consider may be linked to Coronavirus. Although rare it is important for us to be aware of those symptoms which include high temperature, flu like symptoms, feeling and being sick, diarrhoea, widespread burn like rash, lips, tongue and whites of the eyes turning bright red, dizziness or fainting, difficulty breathing, confusion, swollen glands in the neck, dry, cracked lips, red fingers or toes. Any child presenting with these symptoms should be referred immediately to 111.</p> <p>Any child who has additional needs that may be classed as extremely critically vulnerable, we will seek guidance from their specialists and parents and support them to make an informed decision regarding the child's attendance. As of 5/1/21 any child or staff member classed as extremely clinically vulnerable are advised to shield and not attend the setting. Permission will be sought from the child's specialists if the parents wish their child to attend. As of 1/4/21 shielding guidance has been dropped but guidance continues to be followed for social distancing and hand washing. Children continue to be cared for in their 'age group' bubbles.</p>
 <p>Individuals returning from affected regions</p>	<p>All staff, Management, Operators, Student / pupil, visitors</p> <p>How? Contraction and spread of the virus</p>	 <p>Record maintained of all travel by staff, children and Learners</p> <p>Managers will complete travel forms for all travel taken by staff, children and Learners and ensure current Government guidelines are followed for quarantine and self isolation on return</p> <p>Currently travel is restricted to travel for work only. No overnight stays are allowed for leisure or any other purpose. Rules are being relaxed of social contact but travelling abroad continues to be restricted to emergency and work related reasons only. Travel abroad will continue to be monitored.</p>

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 <p>Poor hygiene practices, handling and disposing of contaminated waste</p>	<p>All staff, Contractors, Members of the public, Student / pupil, visitors</p> <p>How? Infected with the coronavirus</p>	<p> Changes to resources, equipment and usual practices</p> <p>In the nursery settings we have removed the majority of soft resources such as cushions and bean bags and those we do have are washed daily. Any hard to clean resources have been removed. All resources are cleaned with antibacterial spray or milton before being used again or by other children out of the bubbles. Usually shared resources such as dough and sand are being played with in smaller quantities by individual children and can be used within small bubbles as long as those resources are not mixed into other bubbles without being thoroughly cleaned. We are providing nappies for all children to minimise the amount of items being brought in from outside each day. Staff are changing children's nappies from the feet end to avoid droplets from mouth or noses. We are using wipes instead of flannels to wash the children faces after meals and activities. Communal areas such as the studio, bubble rooms and some outside areas as applicable are being cleaned thoroughly before being used by another 'bubble'. All laundry is being washed at 60 degrees using guidance from the NHS. All children's bedding is being stored in a sealed bag in their box and used for a maximum of 3 times before being washed. Social distancing is being adhered to in all communal areas used by staff from different bubbles. As of 5/1/2021 parents are being requested to wear face coverings at drop off and collection of their children as social distancing cannot always be maintained between them and the staff caring for their child. Staff will wear their own allocated face shield when supporting children to be dropped off and collected at the nursery. Staff are being offered lateral flow tests to take at home twice a week if they so wish on a voluntary basis. Results are being recorded internally and with the NHS. Face masks are provided for staff if they are unable to socially distance in corridors and communal areas.</p> <p> Correct handling and disposal of waste</p> <p>All waste is disposed of in large outdoor bins which are emptied regularly by contractors. Any waste being disposed of that has been used by a symptomatic person (e.g. PPE) will be double bagged, labelled with the date and time and stored in the allocated yellow bin for 72 hours when it can be disposed of with our usual refuse. Staff use gloves to handle bins and bin bags are used at all times. Cloths have been replaced by disposable sheets for antibacterial cleaning.</p> <p> Frequent hand washing in place</p> <p>Children are supported to wash hands on arrival in a room, before and after eating, after using a tissue and after using the toilet. Staff and Learners use the same guidance. Hand sanitiser stations are positioned throughout the settings and refilled regularly by the Maintenance Team. Staff have access to hand sanitiser gel outside their base rooms and use when hand washing is not available. Use of PPE as usual when handling any bodily fluids. Staff who are collecting and dropping children at the doors ensure they wash or sanitise their hands in between each child. Face masks are available for staff to use if they are unable to socially distance from their colleagues in corridors.</p>

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		 <p>Stringent cleaning practices in place</p> <p>All frequently used areas such as door handles, banisters, key code locks, telephones etc are cleaned using antibacterial spray three times daily. At the end of each day all hard floors and work surfaces are cleaned using a bleach solution. PPE is used when dealing with any bodily fluids and when caring for a symptomatic person. Children's nappies are changed from the feet end rather than from the side to minimise contact with droplets from the mouth or nose. Catch it, kill it, bin it practices being promoted with the children for coughing and sneezing. Children and staff are changing shoes on arrival at the settings. Weekly cleaning of all carpets throughout settings and fogging carried out during evenings or weekends by the Maintenance Team.</p>
 <p>Spread of infection within the settings</p>	<p>All staff, Contractors, Management, Members of the public, Student / pupil, visitors</p> <p>How? Infected with the virus</p>	 <p>Communication, records and sharing of information</p> <p>The Operations Manager is responsible for updating information using guidance from the Government, Public Health England, Ofsted and the Local Authority and this will be communicated regularly to all staff, parents and Learners by the setting Managers. Risk assessments are updated monthly, or as appropriate when guidance changes. If there is a case of Coronavirus reported in the setting we will contact the relevant authority to seek advice and will communicate this to staff, parents and Learners as guided to.</p> <p>Records are maintained on all children, staff and Learners travel overseas and quarantine restrictions. Records are maintained on any children, staff or Learners who are symptomatic or isolating which includes their dates of attendance and contacts.</p> <p>Records are maintained on allocation of tests and results of all LFT (Lateral Flow Tests) which staff are offered to use twice weekly at home. This is a voluntary program and staff can join if they wish.</p> <p>As of 5/1/21 parents are requested to wear a face covering at drop off and collection of their child and staff will wear face shields to support children when arriving and leaving the settings.</p> <p>Records maintained of visitors to the setting and their contact details in case these are required at a later date. Face coverings are worn by staff showing prospective parents around out of hours and parents are requested to wear face coverings and shoe coverings. Where possible we request parents attend alone and without their child for a nursery viewing. If children do attend staff will ensure any areas accessed are cleaning and disinfected thoroughly. Before prospective parents attend a visit they are sent out information on the guidance they are asked to follow during their visit, copy of which is in our supporting evidence file attached.</p> <p>Data is collected weekly by the LA regarding children's attendance to monitor the consequences of the outbreak nationwide.</p>

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		<p> Good ventilation</p> <p>Children and staff should spend as much time as possible in the outdoors areas. If children, staff and Learners are indoors there must be adequate ventilation so windows must be open at all times. Air conditioning can be used as the units we have are used to only cool down one area so air is not circulated from one room to another. Staff and parents maintain a 1 metre distance from each other at drop off and collection times at all times and close contact is limited. As of 5/1/21 parents are requested to wear a face covering at drop off and collection. Where possible staff collect and drop children at the door from their own bubbles. Face to face contact is limited and staff will wash or sanitise their hands in between each child. Staff handovers are conducted through iConnect or with a phone call so face to face contact with parents is limited. Additional courses in the Training Centre will be held outside and Learners informed they need to wear weather appropriate clothing. If the weather is inclement training courses can be held indoors but social distancing will be maintained, windows will be open at all times and a stringent cleaning regime is completed after the session. A register of attendees and their contact details will be maintained. During any meetings held with more than one person, there must be good ventilation by opening windows and doors where practical.</p> <p> Isolation, testing and vaccinations</p> <p>Any child, staff member or Learner who is symptomatic is unable to return to the setting until they have either isolated for 10 days or have a received a negative test result. If they have been in contact with a positive case they will need to isolate for a period of 10 days, even if they test negative in that period of time. Isolation periods run from first symptom in positive person or if asymptomatic from the date of their test. The Manager will make a final decision using knowledge of the child to establish whether they will require a test before returning to the setting. They will take into account recent vaccinations which can cause a mild fever or teething which can cause flushed cheeks, sore gums but is not listed as a reason for a high temperature according to the NHS guidance. The Manager will make a final decision on what to request from the parents but will at all time err on the side of caution to minimise the spread of the infection. A checklist is in place for Managers to follow in the case of a child/staff member/Learner who has attended in the previous 48 hours and who has then developed symptoms and tested positive for coronavirus, copy of which is attached in supporting evidence file. All parents, staff and Learners will be informed if there is a positive case in the setting. Regular testing has been rolled out for staff and this is up to individual staff to choose if they wish to be tested each week and there is no requirement that this is mandatory. Gradually we plan to open up access to all bubbles and areas to staff who are completing LFT, and this will also include Assessors from the Training Centre so they will be able to have access to their Learners in their placements. This will be monitored closely. The vaccination program is being rolled out and again this is for individual staff to choose if they wish to receive the vaccine. We have a vaccination policy in place.</p>

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		<p> No admission for symptomatic children, staff or Learners We have posters around the settings to remind parents not to bring their child in if they are displaying symptoms of Coronavirus which include a high temperature, a new, persistent cough (defined as coughing a lot for an hour or more or three bouts of persistent coughing in 24 hours) and a loss or change in sense of taste or smell. Staff and Learners will not attend the setting if they have any of these symptoms either. Any child, staff member or Learner who begins to feel unwell with Coronavirus symptoms while at the setting will be isolated in the designated Isolation Hub until they can be collected. Staff and Learners are expected to follow the guidance as directed by the Government to protect the children, colleagues and families in our care and minimise the spread of the virus.</p> <p> Restricted access We are minimising the amount of people entering the settings. Parents are dropping their children off and collecting them from the doors at the settings and wear face coverings while doing so. We are currently requesting children only attend one setting but have relaxed this as of 1/4/21 as some parents and children were finding this very challenging to maintain. If children are attending more than one setting, we ask parents to complete a declaration that they will inform us immediately if the other setting their child attends has any cases of coronavirus. Children and staff attending appointments are requested to do so outside of normal nursery attendance but if this is not possible they must go home, shower and change before returning to the setting. Ideally we request a 48 hour period before returning but understand this can be unachievable for some. Visitors are being shown around the settings during evenings and weekends. Contractors are only entering the premises in an emergency. Deliveries are being dropped off outside the doors. Required visits by Inspectors are being managed individually and the Operations Manager will be present during these to ensure procedures are safe and children and staff are protected at all times. Children, staff and Learners are together in 'bubbles' and we are maintaining these as far as is practically possible by restricting movement from one bubble to another unless there is a period of two days in between. Staff and Learners are socially distancing from colleagues during breaktimes. Peripatetic tutors have returned from September 2020 and have their detailed risk assessments in place in accordance with their practices. Outside professionals are able to attend appointments at the nurseries at the discretion of the Manager and when meetings can be conducted outside or if inside for any reason full PPE is worn and social distancing measures observed. Learners using the classrooms at the Training Centre will be in groups of no more than eight. Where possible meetings are being held over Zoom. Managerial staff are limiting their contact between settings where possible.</p>

Further control measures

None required

Supporting evidence

[Coronavirus vaccine policy.docx](#)

03/03/2021 -48971 kb

[How to self test at home.pdf](#)

29/03/2021 -671014 kb

[letter for show rounds.docx](#)

23/12/2020 -15349 kb

[managing coronavirus policy.docx](#)

29/03/2021 -23033 kb

[positive case checklist.docx](#)

29/03/2021 -15898 kb

Assessor's signature: Jane Tubb

Approved by signature: Jane Tubb