

Risk assessment for : Tigers Day Nursery Ltd



Risk assessment name	Exposure To Suspected/Diagnosed Coronavirus	Assessment type	 General
Assessor name	Jane Tubb	Affected site(s)	Tigers Day Nursery Ltd (RG18 3QY)
Assessment date	01/09/2020	Review period	Monthly
Approved by	Jane Tubb	Review date	01/10/2020
Approved date	01/09/2020	Reference	Version 18

Description

The assessment considers the alert of suspected Coronavirus, diagnosed Coronavirus and/or contact with those who may be subsequently affected. Common symptoms would include headache, shortness of breath, muscle pain, fever, loss of sense of smell or taste and tiredness. This is a worldwide pandemic

Overall risk rating : 8 (Medium)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
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 <p>COVID - 19 (Coronavirus infection) Risk of ill health due to exposure to the COVID-19 (Coronavirus)</p>	<p>All staff, Student / pupil, visitors</p> <p>How? Contracting the virus</p>	<p> Individual staff support in place for vulnerable groups</p> <p>All staff have received intensive training and guidance on the new policies and procedures in place and as more staff return this will be completed with them. As of 1/9/2020 all staff have returned from furlough scheme. As part of this staff are advised on support available for their mental health and any individual struggles they may have. Staff are able to have individual back to work meetings with the Operations Manager for additional reassurance. As of 20/7/2020 the number of children cared for in the bubbles is relaxed from 16 so we will return to the children being able to mix in their room groups as previously. We will still maintain minimising of mixing of children and adults from different bubbles as far as is reasonably possible, and allow staff and children a period of two days in between moving bubbles. Anyone required to shield due to underlying health conditions will be able to relax these measures as of 1st August 2020. This will be checked regularly and guidance updated should a local outbreak occur and some lockdown restrictions may be put in place again.</p> <p> Removal of children and staff from setting if they show signs of illness</p> <p>Children and staff with a temperature of 37.8 degrees, a new persistent cough, or signs of loss of sense of taste or smell, will be removed from the nursery and asked to stay at home for 10 days or until they can be tested. Each setting has an allocated 'isolation hub' where a child can be cared for by one staff member using full PPE which is provided in the hub. Children must be collected urgently by parents. A negative test allows them to return to nursery, a positive test means everyone within their 'bubble' will be asked to self isolate for 14 days. For this reason we are trying, as far as is reasonably possible, to keep groups of children and staff separate from one another. If staff do move rooms ideally we have a 2 day period in between if they become symptomatic, giving this a chance to develop. A degree of common sense is to be used when assessing children's illness and the Managers decision is final. Parents are asked not to come onto site if they have any symptoms. On signing in each day, staff are asked to confirm they have no symptoms. Any doubt they need to go home.</p>	<p>1 x 3</p>  <p>3</p> <p>Low</p>
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 <p>Complications for children</p>	Student / pupil	 <p>Signs/concerns to be aware of</p> <p>As of 26/4/20 Health Care professionals have expressed concerns about young children presenting with similar signs of toxic shock syndrome (TTS) and Kawasaki disease which they consider may be linked to Coronavirus in children. Although rare we should be aware of symptoms such as high temperature, flu like symptoms, feeling and being sick, diarrhoea, widespread burn-like rash, lips, tongue and whites of 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>1 x 5</p>  <p>5</p> <p>Medium</p>
 <p>Contact with non-sanitised surfaces. Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surfaces</p>	<p>All staff, visitors</p> <p>How? Those coming in to secondary contact with the surface could develop symptoms of the virus.</p>	 <p>Hand hygiene.</p> <p>Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately. Children are supported by staff to wash hands thoroughly on entering nursery and throughout the day regularly. Staff wash hands frequently during the day and PPE is worn during high risk activities such as nappy changing, toileting, laundry, disposal of rubbish and mealtimes.</p>  <p>Hygiene monitoring.</p> <p>Extensive cleaning schedules are enforced internally. Staff are increasing sanitising of door handles, banisters and keycode locks daily. All cushions are being removed from the settings. Children's sheets and bedding are washed after 3 uses by the child on an 80 degree wash and stored in between in a sealed bag in the child's box or drawer. Regular sterilisation of toys and resources is being increased. Some areas of the settings not currently in use</p>	<p>1 x 3</p>  <p>3</p> <p>Low</p>

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		<p> Infection Control Procedures In Place Infection control procedures in place and communicated to all employees. Procedure includes early warning signs and symptoms and should be reviewed on declaration of newly affected areas etc. Currently staff caring for the children in attendance are not using face masks, just normal PPE for handling food and dealing with bodily fluids as normal. Staff are being particularly vigilant on hand washing and using antibacterial gel.</p> <p> Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable. Hand sanitisers are available at all doors within the settings. Staff are washing and drying hands regularly and using hand sanitisers on entering and leaving any area of their buildings. Staff have individual hand gel keyrings provided which they are required to wear at all times.</p> <p> Work surfaces cleaned and disinfected daily. (Internally) All work surfaces are appropriately cleaned in line with company cleaning and hygiene policies. Disinfection of door handles, keycode locks and handrails to stairs are completed several times daily. Carpet cleaning at all settings completed weekly. Weekly fogging of all settings and areas carried out.</p>	

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 <p>Coughing / sneezing individuals. Coronavirus reportedly spread through exposure to or contact with cough droplets. Suspected contact may bring on related symptoms.</p>	<p>All staff, Members of the public, visitors</p> <p>How? Contact with cough droplets could lead to Coronavirus symptoms, such as shortness of breath, coughing or high temperature.</p>	 <p>Communication. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately. Staff are being particularly vigilant with assessing children's health and any child with a temperature of 37.8 degrees or above, a new persistent cough, loss of sense of taste or smell or any other symptoms conducive with the Coronavirus according to Government information, will be sent home for a period of at least 10 days, longer if symptoms persist. Child can return if they are able to secure a negative test result and we are shown the details of this. If a child or staff member displays symptoms they will be removed to the allocated isolation area and cared for until they can be collected by one member of staff wearing PPE, including a face mask. Testing is being increased so this is available and child/staff can return if this is negative. We will encourage the use of the 'track and trace' program for staff and parents exposed to a positive test result outside of the nursery setting. We will use our own tracking system of the attendance registers to close down 'bubbles' if a child or staff member within those bubbles tests positive for the virus</p>  <p>Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately. Staff are being particularly vigilant with hand washing for all children and insisting parents use the hand sanitisers on entering or leaving the rooms. Staff are following this procedure also.</p>	<p>3 x 2</p>  <p>6</p> <p>Medium</p>

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		<p> Infection control procedures in place. Infection control procedures in place and communicated to all employees. Focus around coughing and sneezing in to tissues that are disposed of in closed lid bins. Children and staff toilets cleaned after every use. Staff are aware of the importance of following Government guidance on socially distancing from others and the rules in place and the changes implemented periodically. Staff are advised not to travel on public transport where possible to get to and from work but if this is not feasible they will be required to change their clothes and footwear on arrival and departure from their workplace and wear gloves and a face mask while on public transport. Staff are asked not to attend appointments and then return to work, but to take these outside of working hours or on annual leave</p> <p> Information on Coronavirus communicated amongst all staff. Communicate information on Coronavirus using official medical and government guidance. Posters around settings to keep everyone updated. Regular updates communicated through Atlas as advice changes. Staff to be supported with their well being and opportunities given to discuss concerns.</p> <p> PPE provided worn. Any PPE provided should be worn during high risk procedures such as nappy changing, toileting, managing children's bedding , dealing with bodily fluids and mealtimes and disposed of correctly. No requirement to wear face masks in Early Years settings according to Government guidelines but we have provided these if individual staff prefer to use them. Any staff member caring for a child/adult within the setting who displays COVID-19 symptoms will be required to wear gloves, apron, eye mask and a face mask until the symptomatic child/adult is removed from their care</p> <p> Restricted access. Routine visits to the setting are avoided with the exception of new key workers requiring a temporary placement for their child. As of 1/6/2020 all children are</p>	

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		<p>able to return to the nurseries. Parents/carers will be required to drop off and collect children from the outside door or garden. Any parent who needs to access the nursery (for example if their child is distressed and they need to be settled back in) will be required to wear shoe covers and gloves, and be guided to socially distance while present in the nursery rooms. For reasons of staff being able to go to the door to greet children there may be occasions where a staff member will be left on their own with a group of children for short periods of time. These incidents will be risk assessed by the most Senior person present at the time and an informed decision made as to whether this is a legitimate action to take at that time. If it is not they can ask for support from the Management Team who may need to access their bubble for a short period of time. The person who enters the bubble will try to ensure they enter no other bubbles during that working day to minimise contact where possible. Ideally they will have a period of two days in between contact with two separate 'bubbles'. No visitors will be allowed to access the nursery while the children are present, show rounds will be conducted in the evenings or at weekends. All deliveries to be left outside. No trades in the setting while children are present except in an emergency and children will be removed from the area where they are working. Trades will wear PPE and sign a declaration that they haven't been in contact with a symptomatic person or have any symptoms themselves. Staff and children will be allocated a room and will stay there for the day, they will not move around the setting with the exception of accessing outdoor areas. If a group of children access the bubble room or studio it will be thoroughly cleaned before another group is able to use it.</p> <p>As of 20/7/2020 relaxation of numbers of children allowed in bubbles will allow us to care for the children in their room groups as previously. We will still maintain the bubbles as far as it is reasonably practical, including staff having two days in between accessing different bubbles as well as children if they are moving to a different group wherever possible.</p> <p>Currently we are not taking the children out on trips, outings, even locally, or using the minibus. The children and staff are remaining at their own settings. Some extra curricular activities return to the settings in September 2020 and full risk assessments are in place and are communicated to tutors to manage these</p>	

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		<p>safely and minimise the risk of infection.</p> <p> Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable. Children encouraged to wash their hands regularly. Staff will use the hand sanitisers when entering or leaving a room.</p>	

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 <p>Handling waste/clothing of suspected/diagnosed individuals. Work activity may constitute the potential exposure to waste/clothing that may carry saliva/cough droplets of those displaying symptoms of Coronavirus.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Individuals might continue completing the activity without thinking of the contaminated articles, leading to their own illness and spread of the virus.</p>	<p> Hand Hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately. Children encouraged to wash their hands regularly and all adults use the hand sanitiser provided when entering or leaving a room</p> <p> PPE provided worn at all times. Any PPE provided should be worn as stated within the procedure and disposed of correctly within a closed bin. PPE is being used as in normal practice when dealing with food or any bodily fluids. Staff are also using PPE when handling laundry or bedding used by the children and emptying of bins. Current guidance issued by the Government that face masks are not required to be worn in Early Years settings but staff are provided with these if they wish to use them. Full PPE including apron, gloves, eye mask and face mask to be worn by anyone having to provide care for a symptomatic child or colleague until they are removed from the setting.</p> <p> Safe cleaning / hygiene procedures. Tissues should be thrown into closed bins and hands washed immediately after coming in contact with any article. Hands should be washed with soap or alcohol santiser. All cushions and soft toys removed from the settings. All toys and resources washed after use. No sharing of toys or resources between groups of children All children's bedding removed and laundered after 3 uses at least on an 80 degree wash. In between use these must be stored in the child's box in a sealed bag. Carpet cleaning regime increased to weekly at all settings. Fogging of all settings on a weekly basis in place. Any waste used when isolating a child in the isolation hub until they are collected, including all PPE used, will be disposed of in a double bag and labelled with the time and date, 72 hours on when it can be placed in the outside bin. Until then it is stored in the allocated yellow bin, kept in the bin store or in the isolation area.</p>	<p>1 x 3</p> <p> 3</p> <p>Low</p>

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 <p>Individuals returning from affected regions. Tourists or visitors returning from Wuhan or Hubei Province in China, those returning with advised symptoms from Macau, Hong Kong, Thailand, Japan, Taiwan, Singapore, Republic of Korea or Malaysia within the last 14 days or anyone who has had direct contact with those diagnosed or returning from other reported affected areas such as Iran, specified lock down areas in Northern Italy or special care zones within South Korea.</p>	<p>All staff, Members of the public, Student / pupil, visitors</p> <p>How? Individuals may be subject to high temperatures, coughing or shortness of breath. (Even mild symptoms)</p>	 <p>Medical Quarantine. Managers will look at individual cases of parents, children and staff travelling outside of the UK and check current guidance on whether there is a medical quarantine period on return and this guidance will be followed at all times. If staff are required to quarantine for 14 days after returning from a period of time outside of the UK, this is classed as unpaid leave. We ask for parents co-operation with declaring their overseas destination and following the self isolation guidance should they be affected.</p>	<p>1 x 3</p>  <p>3</p> <p>Low</p>

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 <p>Infection (from people) Risk of ill health/disease/death due to exposure to infectious agents/pathogens from persons at work</p>	All staff, Student / pupil, visitors	<p> Good hygiene practices Staff and children wash hands frequently and on entry to the setting and use hand sanitisers provided. All cushions and soft toys have been removed from settings. Fogging with disinfectant completed weekly at all settings as well as all carpets cleaned. Children and staff toilets cleaned after every use. All toys and resources cleaned after each use. Toys and resources not shared between groups of children</p> <p> Social isolation for vulnerable groups All employees now able to return to work. Those considered to be in vulnerable groups will be offered support to maintain social distancing as much as is reasonably practicable within their roles. As of 1st August those shielding due to underlying health conditions can be relaxed but social distancing measures should be maintained wherever possible. We will check regular updates and have additional measures we are able to implement in the case of a local lockdown in our area.</p>	<p>2 x 3</p>  <p>6</p> <p>Medium</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Limited contact Restrictions in place to limit the amount of children/adults in contact with one another on a day to day basis</p>	All staff, Student / pupil	 <p>Restrictions on unnecessary contact with others Staff are expected to follow current Government guidance on restrictions in place to limit contact with others during working hours including maintaining a social distance from colleagues. Staff are encouraged to stay at work during their lunch break if they wish but this is no longer a requirement. As of 24/7/20 any staff member visiting a shop during their lunch break would be required to wear a face mask in line with Government guidelines Any staff member with a doctor/dentist/consultant appointment will be required to take this during annual leave and not to return to the setting afterwards on the same day. Staff are expected to use a common sense approach with limiting their contact with others, particularly while they have such close contact with young children and their colleagues. Children's visits to school to aid with their transitions should be completed in such a way they are able to have a two day break before returning to the setting to check if they become symptomatic, in the same way we allow a two day period in between staff mixing into 'bubbles' as far as is reasonably practical. If staff have to move between bubbles over a week period with no time in between, Managers will ensure they keep records on this in case there is a positive case identified so they are aware of which groups of children and staff will be required to self isolate</p>	<p>1 x 1 1 1 Low</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Poor levels of hygiene / housekeeping. Risk of ill-health due to poor hygiene controls and cleaning down procedures such as incorrect handling of waste or handwashing etc.</p>	<p>All staff, Contractors, visitors</p> <p>How? Individuals may start exhibiting mild symptoms related to the virus, including coughing, high temperature and shortness of breath.</p>	<p> Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the government and Public Health England as to correct health measures. We will follow advise from Public Health and the Government and communicate this regularly to all employees. All staff expected to keep up to date with updates issued on Atlas. PPE is provided for staff and cleaning procedures in place which are followed by all staff at all times and managed by Seniors and the Management Team. Children and staff to change shoes on arrival at the settings.</p> <p> Hand sanitisers provided. Only suitable sanitisers used that fully remove bacteria. These are checked regularly to ensure they are full and usable. Hand washing is preferable to using sanitisers but sanitisers are used when hand washing is not possible</p>	<p>1 x 3</p>  <p style="font-size: 2em; color: green;">3</p> <p>Low</p>

Further control measures

None required

Operating procedures

Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should check current Government advice

For individuals displaying symptoms, reduce potential spread by leaving the workplace and return home immediately. Contact should be made with the internal HR department and NHS 111 for further guidance.

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Anyone returning from a period outside of the UK should check current Government advice. Anyone travelling within the UK should be aware of local lockdown restrictions and follow advice to minimise the spread of the infection.

Self-containment would include staying at home in a well ventilated room, with access to clean, portable water. Those helping with grocery drop offs etc should not enter the premises and those living with the potentially affected should keep within 3ft (1 meter) and leave as soon as possible.

High risk groups would include those of an advanced age, reduced immune systems and those with long-term conditions like diabetes, cancer and chronic lung disease. These shielding restrictions are being relaxed as of 1/8/2020 but people in these categories should seek individual advice from their GP or Consultant.

See Coronavirus policy in supporting evidence

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)

The company will introduce an internal contingency plan, should a report or outbreak occur and action taken dependent on advice taken from World Health Organisation, the Government and NHS 111

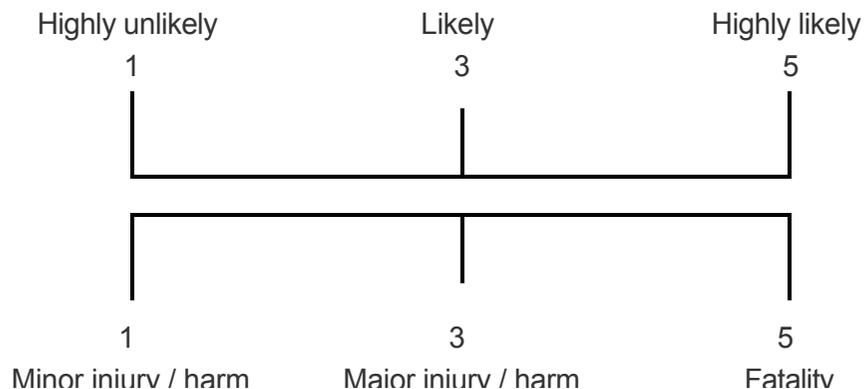
Supporting evidence

[coronavirus \(COVID-19\) policy.docx](#)

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Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



	5	10	15	20	25
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Probability	Severity				

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Jane Tubb

Approved by signature: Jane Tubb