

## RISK ASSESSMENT Newton Westpark Nursery

**Location:** Newton Westpark Nursery

**Assessor:** LA/ Nursery manager

**Signed:** ...Susan Lister.....

**Date of Assessment:** January 2021

**Review Date:** OPEN

**Activity:** COVID-19: - Updated January 2021

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)	Person responsible
<p>On the 20<sup>th</sup> March 2020 the UK Government in response to the coronavirus pandemic, designated by the WHO as COVID-19, introduced a lock-down of the working population except for key workers as a medical control measure to reduce the spread of the virus and allocate resources to supporting those who are infected and maintain minimal services for running the country. Schools remained open for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction in the use of the premises and staff implementing alternative working patterns, including educational support to the pupils being educated at home under the supervision of their parents.</p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and all children of the nursery from September 2020/revised October 2020/revised January 2021.</p>						
<p><b><u>Building Safety</u></b>  Deep Clean of all areas of the nursery.</p>	<p>Compliance with current hygiene standards published by the UK Government.</p>	<p>All Building Users</p>		<p>It is important that arrangements remain in place to ensure that children and staff are in safe.</p> <ul style="list-style-type: none"> <li>• Contact site manager and cleaning to plan and undertake a thorough clean and disinfect of all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> <li>• Discuss any additional cleaning requirements and agree cleaning schedules and additional hours of work.</li> <li>• Hand gels to be located in the entrance area and parent drop off area for all staff and visitors to use before they are allowed into the nursery.</li> </ul>	<p>The standard to be followed will be the GOV-UK guidance <a href="#">Actions for early years and childcare providers during the coronavirus outbreak updated 7<sup>th</sup> January 2021</a></p> <p><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Hand sanitizer in entrance area and parent drop off area for staff and visitors to use.</p>	<p>SLT/Nursery manager/deputy manager</p> <p>SLT &amp; Site manager</p> <p>SLT &amp; Site manager</p> <p>SLT/Nursery manager/deputy manager All staff</p>

Fire Management	Compliance with the RR(FS)O  BB100	All Building Users		<p>Prior to the re-opening of the nursery:</p> <ul style="list-style-type: none"> <li>Physically test the fire alarm system and emergency lights are operational.</li> <li>Carry out weekly checks of alarms systems, call points and emergency lighting.</li> <li>Carry out regular hazard spotting to identify escape route obstructions.</li> <li>Check that all fire doors are operational.</li> <li>Fire drills should continue to be held as normal.</li> <li>Review, update and test individual named PEEP's</li> </ul>		Business manager  Site manager
Legionella Management	Compliance with HSG 274	All Building Users		<p><b>Domestic hot water services</b> This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water) Continue hot water generation servicing in line with your legionella maintenance schedule.</p> <p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <a href="#">Approved Code of Practice</a> and <a href="#">HSG 274</a>.</p> <ul style="list-style-type: none"> <li>If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.</li> </ul>	Discuss with your Water Hygiene Contractor.  All taps are run on a weekly basis and have been over the last few months to flush the pipes.	Site manager
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users		It is unlikely that you have had any maintenance or alterations to the building during the closure or reduced occupancy of the building. However, inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.		Site manager
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users		<b>Thorough Examination &amp; Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&amp;T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&amp;T to be carried out within the statutory time limits. The HSE</b>	HSE Guidance Note to Dutyholders and Inspectors. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a>	Site manager Business manager

				strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	Required - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.	
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Children, staff and visitors.		<p>Ventilation of the nursery is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <ul style="list-style-type: none"> <li>• <b>Open windows and door to outside area to promote through ventilation. The door is kept open for free flow play for the children at certain times of the day.</b></li> <li>• <b>Make sure the children are secured within the outside area away from the fence.</b></li> </ul>	DoE BB101 Ventilation in schools.	<p>Site manager</p> <p>Nursery manager/deputy manager</p> <p>All staff</p>
Access Control to and from the building.	HSWA 74	Children staff and visitors		<p>To comply with the Governments guidance for social distancing the 2 metre rule must apply by all visits attending the nursery building. To encourage segregation and if external space allows</p> <ul style="list-style-type: none"> <li>• Display signage for social distancing at the gate entrance and along the route to parents drop off/pick up zone.</li> <li>• On entry to nursery, staff to sign in and immediately sanitise hands before entering the building</li> <li>• On exit all adults to sign out and then sanitize hands before leaving.</li> <li>• Inventory to be cleaned at regular points throughout the day.</li> <li>• <b>Nursery children to arrive through nursery gate, parent/carer to escort child (observing 2 metre distance) to the designated drop off zone, whereby a staff member will sign them in, this being the outside door leading to the nursery room.</b></li> <li>• <b><u>Other than if a child is bringing a packed lunch, children must not bring anything else into nursery and this will be sent home with parents.</u></b></li> <li>• <b><u>All children have separately named water bottles in nursery which are filled and cleaned for each session, lids are sterilised in Milton every day, these are to be used for snack time and throughout the sessions.</u></b></li> <li>• Children to go to the bathroom area to wash hands for 20 seconds on arrival, staff to supervise children.</li> <li>• All children to wash hands before leaving the building.</li> <li>• Children to be collected from the door leading from nursery room to outside at the end of the session. Staff to get the child from nursery room and escort to parent/carer and then wash hands immediately after.</li> </ul>	<p>GOV.UK Guidance. Follow the <a href="#">social distancing guidelines 7<sup>th</sup> January 2021</a></p> <p>Signage to be displayed on entry to the nursery gate/door area.</p> <p>All information to be displayed on the nursery window/outdoor display cupboard near the nursery gate for parents.</p> <p>Hand sanitiser is available for staff and visitors to use on entering the building.</p>	<p>Site manager</p> <p>Nursery Manager/deputy manager</p> <p>All staff</p> <p>All visitors</p>

Communicate with Contractors	HSWA 74	Children staff and visitors.		<ul style="list-style-type: none"> <li>• Contact your maintenance provided or preferred list of contractors and suppliers that will need to prepare to support the nursery for re-opening, regarding the cleaning, catering, food supplies, hygiene suppliers, inspection and maintenance of equipment.</li> <li>• Discuss with in-house staff the additional cleaning schedule requirements and agree the additional hours for this to be completed.</li> <li>• <b>Packed lunches for children accessing nursery all day need to be provided by the parents, all food to be sent in disposable bags to be thrown away after lunch.</b> <ul style="list-style-type: none"> <li>➢ <b>All waste to be placed in bin bag and disposed of before any afternoon sessions begin.</b></li> </ul> </li> </ul> <p>Inform contractors and your suppliers, not to enter the nursery if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>• Observe good hygiene practice.</li> <li>• Contractors to sign in and out as is normal practice</li> <li>• <b>Consider times when contractors can complete work within the nursery day/before or after nursery times.</b></li> </ul>		<p>Business manager Site manager</p> <p>Nursery manager/deputy manager</p> <p>All staff</p>
Communicating with parents on changes		Children, staff and parents.		<ul style="list-style-type: none"> <li>• <b>Inform all parents/carer's that they are not to bring their child to nursery if themselves or any member of family are displaying any symptoms of coronavirus. (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</b></li> <li>•</li> <li>• <b>Inform parents/carers that only one adult attends to bring/collect their child to and from nursery.</b></li> <li>•</li> <li>• <b>All parents/carers to drop child off at side door, not to enter the room.</b></li> <li>•</li> <li>• <b>Inform parents of their child's allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact.</b></li> <li>•</li> <li>• <b>Inform parents not to gather at the entrance gate or door, to wait until other parent has moved from door area.</b></li> <li>•</li> <li>• <b>Display a polite notice at the entrance gate to the nursery grounds of prohibited actions.</b></li> <li>•</li> </ul>	<p>GOV.UK Guidance – Implementing Protective Measures in Education. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Nursery manager/deputy manager</p> <p>All staff</p>

				<ul style="list-style-type: none"> <li>• <b>Share updated behaviour policy with parents</b></li> <li>•</li> </ul>	<p>All parents/carers to be able to access the risk assessment for nursery and upto date guidance of our sickness policy regarding if a child displays any symptoms of COVID-19</p> <p>All parent information to be displayed on our seesaw app for parents and on our nursery website.</p>	
Communication with Staff	Protection against infection	Staff		<p><b>Communication and training for staff is essential to update and carry out new procedures during this challenging situation. Inform staff about room changes, session times, safeguarding measures, the daily routine for staggered arrival and departure times.</b></p> <ul style="list-style-type: none"> <li>• <b>Avoiding contact with anyone with symptoms of COVID-19</b></li> <li>• <b>Continue frequent hand cleaning and good respiratory hygiene practices</b></li> <li>• <b>Frequent cleaning of all room hard surfaces, furniture, toys, etc. All toys are sanitised at the end of each day, furniture is wiped down at the end of the morning and after nursery closes.</b></li> <li>• <b>Minimizing contact and mixing with others.</b></li> <li>• <b>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</b></li> <li>• <b>Daily updates as required.</b></li> <li>• <b>Being made aware of when PPE may have to be used.</b></li> </ul>	<p><a href="https://www.gov.uk/Actions-for-early-years-and-childcare-providers-during-the-coronavirus-outbreak-updated-7th-January-2021">https://www.gov.uk/Actions for early years and childcare providers during the coronavirus outbreak updated 7<sup>th</sup> January 2021</a></p> <p>All staff to be aware of daily risk assessments and daily cleaning procedures.</p>	<p>Nursery manager/deputy manager</p> <p>All staff</p>
	Social Distancing			<p>Maintain as much as possible, the 2m distance rule. However, it is acknowledged that social distancing within the nursery for very young children will be harder to maintain. To help ensure that the risk of virus spread for both staff and children is as low as possible, implement:</p> <ul style="list-style-type: none"> <li>• Inform children, parents, visitors including suppliers, not to enter the nursery if they are displaying any symptoms of coronavirus. (COVID-19)</li> <li>• Remind parents to be mindful and reduce any unnecessary travel on public transport.</li> <li>•</li> <li>• <b>Stagger the nursery session times for starting and finishing as much as possible.</b></li> </ul>	<p>GOV.UK Guidance. Follow the recent guidelines:-</p> <p><a href="#">All staff given up to date guidance on social distancing Gov.uk update January 7<sup>th</sup> 2021</a></p>	<p>Site manager</p> <p>Nursery manager/deputy manager</p> <p>All staff</p>

			<ul style="list-style-type: none"> <li>• <b>Discourage parents from gathering at the nursery gate.</b></li> <li>• <b>Display signage at the entrance into the nursery room.</b></li> </ul> <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p> <ul style="list-style-type: none"> <li>• <b>Lunchtimes will be staggered for staff so no more than 3 people are in the staffroom at once</b></li> <li>• </li> <li>• <b>Kitchen area including microwave and fridge handles to be wiped with anti-bac wipes after use</b></li> <li>• </li> <li>• <b>Wipe down flush toilet and sink after each use in the staff bathroom.</b></li> </ul>	Signage and tape to be placed around nursery.	
PPE	Children and staff		<p>It is not recommended that children wear PPE but should be reminded of the protocols regarding 'catch it, bin it, kill it'</p> <ul style="list-style-type: none"> <li>• Staff are not required to wear face coverings unless supporting vulnerable children.</li> <li>• </li> <li>• All visitors are asked to wear face masks or visors on entering the nursery including new parents, workmen, student tutors etc, these visits need to be arranged with the nursery manager prior to coming to the setting.</li> </ul>	<p>Government Guidance</p> <p><b>PPE is available to use when needed, this being gloves, aprons, face masks and visors. Stock will be replenished when needed.</b></p> <p><b>All staff to be informed and given written guidance on putting PPE on and off, and disposing of properly after use.</b></p>	<p>Nursery manager/deputy manager</p> <p>All staff</p> <p>Visitors to the setting</p>
<p>First Aid Support to others</p> <p><b><u>Anyone displaying symptoms or unwell</u></b></p>	Children staff and Visitors		<ul style="list-style-type: none"> <li>• Paediatric first aiders to be in nursery at all times. This remains a requirement of the EYFS.</li> <li>• <b><u>If a child becomes unwell with symptoms of coronavirus while in the nursery and needs direct personal care until they can return home. (high temperature, cough, loss of sense of taste and/or smell) then the following procedure applies:</u></b></li> <li>• <b>The child must be placed in the hall area with the front door open and parents contacted immediately.</b></li> <li>• <b>A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</b></li> </ul>	<p>GOV.UK Guidance</p> <p><a href="#">Education and childcare settings:national lockdown from 5 January 2021</a></p>	<p>Nursery manager/deputy manager</p> <p>All staff</p>

				<ul style="list-style-type: none"> <li>• <b>If contact with the child/person is necessary, then gloves, and apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</b></li> <li>• <b>If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</b></li> <li>• <b>Site manager must be informed if the room has been used so a deep clean can take place.</b></li> </ul>		
	Safeguarding And pupils with an EHCP	Children and staff		<ul style="list-style-type: none"> <li>• Contact to continue with social care through Skype, Teams, telephone calls and emails</li> <li>• Operation encompass to be monitored by Nursery manager and if notified contact with the family to be made</li> <li>• DSL and deputy to refer to Social Care where needed</li> <li>• Signposting for parents to be given if needed – Social care, CAHMS, housing, Health visitor etc.</li> <li>• SENCO to provide work for all EHC children</li> <li>• Annual reviews to take place via telephone contact/email</li> <li>• Liase with relevant agencies where needed including SALT, Physio, OT etc.</li> <li>• Where pupils with EHC attend setting appropriate support in line with EHC to be given.</li> </ul>		DSL Deputy DSL SENCo  All staff
<b>Nursery sessions</b>		Children and staff		<ul style="list-style-type: none"> <li>• <b>Ensure play equipment that is used is appropriately cleaned after the children have been using it.</b></li> <li>• <b>All soft furnishings, soft toys and toys that are hard to clean have been removed from the nursery room (such as those with intricate parts), washable rugs have been purchased.</b></li> <li>• <b>Doors to the outside area to remain open as much as possible.</b></li> <li>• <b>Make use of outdoor facilities as often as possible but be aware of making sure fixed equipment is cleaned regularly throughout the children using it.</b></li> <li>• <b>Ensure any toys and equipment both indoors and outdoors are sanitised at the end of each day.</b></li> <li>• <b>Children must be accompanied to wash hands and this should be done regularly during the session, no more than 5 at a time(one sink each)</b></li> <li>• <b>Staff lunch times – 3 staff at the most within the staff room.</b></li> <li>•</li> </ul>		Nursery manager/deputy manager  All staff

				<ul style="list-style-type: none"> <li>• <b>Activities not to be used in nursery</b> Large amounts of sand are <b>not</b> to be used as this cannot be cleaned at the end of each session/ small trays of sand can be used and thrown.</li> <li>• <b>All malleable activities used within nursery <u>must be thrown at the end of each session, if a child sneezes or coughs on it then it is thrown straight away and the tray is sanitised immediately. Child washes hands straight away.</u></b></li> </ul>		
Nursery Management	Staffing	Children and staff		<ul style="list-style-type: none"> <li>• <b>If a pupil who is unwell or shows symptoms of COVID-19 to be removed from the group immediately and inform the parents.</b></li> <li>• <b>Everyone to clean hands more often than usual - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned.</b></li> <li>• <b>Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach</b></li> <li>• <b>Clean frequently touched surfaces using standard detergents products.</b></li> <li>• <b>Sanitizing stations in place throughout nursery.</b></li> <li>• <b>Units and trays to be used for storing resources and activities</b></li> <li>• <b>All children accessing full day sessions will have a school lunch provided or a packed lunch brought in from home in a plastic bag.</b></li> </ul>		<p>Nursery manager/deputy manager</p> <p>All staff</p>
Outdoor play area	Fit for purpose	Children and Staff		<ul style="list-style-type: none"> <li>• Allocate areas for play and quiet activities to small groups under the supervision of a member of staff with line of sight.</li> <li>•</li> </ul>	<b>Fixed play equipment to be cleaned regularly whilst the children are outside.</b>	<p>Nursery manager/deputy manager</p> <p>All staff</p>
Employee Wellbeing	Anxiety	Nursery staff and their families		<ul style="list-style-type: none"> <li>• <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider on ..... (calls charged at local rate).</li> <li>• <a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> </ul>	Wigan Council EAP service provider on 03303 800 658 (calls charged at local rate).	
<p><b>Further Information:</b> The guidance issued by the Government may change as we move forward. Any new or amended guidance can be found on the GOV.UK web site.</p>						

**ADDITIONAL INFORMATION:**



Contact points.

- Nursery..... 01942 606834(ext 2)
- Police, Fire and Rescue, Ambulance 999
- Health and Wellbeing Team 01942 827857