

North Star Nursery Health & Safety Risk Assessment

Purpose: COVID-19 Recommendations for re-occupancy of Building and working arrangements

This risk assessment:

1. Is predicted on the approval of the Nursery Management Committee (NMC) to recommence work following Government guidance on 1st June 2020. Revised October 2020 Oct 2020 (1) and **January 2021 (2)**
2. Is supplemental to current building and task specific assessments which **must be reviewed** prior to return to occupation.
3. Takes account of the existing control measures in place.

KEY
Written May 2020
Revised Oct-20
Revised Jan-21
Revised May-21

Item	Recommend	Y/N/?	Comments
Initial Steps			
Communication Plan to be produced to all staff outlining new guidelines & behaviour standards relating to re-occupancy of building	1. Input from BofD and NMC to produce general message to all staff about returning to work covering key points	Y	Issued to Holiday Club
All employees must familiarise themselves with new guidelines before or upon arrival at the building	1. Formal Risk Assessment to be produced to include all related aspects. 2. Share and consult with JBo's assistance risk assessment 3. All staff receive all communications by email (letters by post have gone missing)	Y	Issued to all staff and current clients. Maintain the sharing of updated Risk assessment with all, especially new clients.
Circulate Revised Ailments Policy with Covid 19 symptoms and exclusions (Testing and results)	Update ailments policy with COVID 19 symptoms and actions	Y	
Create Covid 19 information folders in each room for daily reminders		Y	
Provide clear signage on all doors about Coronavirus messages for staff parents and children	Alerts staff immediately to COVID issues	Y	Use Covid 19 communication space in each room
Signage - Premises is COVID-19 secure notice displayed		Y	Replace as necessary

Carry out a site inspection prior to reopening include supplies, signage, lighting, water, ventilation, waste, cleaning, heating, equipment safety, fire alarms. All equipment checked, all signage in place		Y	Dishwasher checked and cleaned 18/5/2020 bottle steriliser checked and cleaned 18/5/2020. washing machine and tumble dryer in use throughout to clean all soft furnishings, dressing up clothes and bedding. JBOS to check fire alarms for 1th June 2020. Completed on 3rd June 2020 initially, then weekly thereafter.
Cleaning - Arrangements Prior to Re-occupation			
Ensure sufficient supplies of cleaning materials are provided		Y	Blue wiper roll, Anti back spray, antibac wipes, Disposable aprons and disposable gloves bin bags, tissues, washing powder, washing up liquid etc. daily restock.
Full clean of building ready for re-occupation carried out on Wed 27 and Thurs 28th May 2020 by Manager and Deputy.	All staff to maintain the cleanliness of the nursery until the cleaners are able to return to site.	Y	Cleaners returned to site on 8th July 2020 - view their risk assessment and chemicals list COSHH. Lockdown 3 January 2021 - no cleaners, nursery staff to complete clean at the end of the day in addition to the two hourly contact surfaces cleaning.
Supply sanitising gel where required	1. Identify any further areas where sanitising gel is required 2. Set up extra gel containers throughout the building. JJ and LW	Y	Maintain orders and stock control. Add hand sanitizers to First Aid kits/locations. Safe storage and use by all staff and students. Daily restock as necessary
Place visible tissues/wipes in all areas and restock as necessary	1. Ensure tissues/wipes available in all occupied areas. 2. Ensure good respiratory hygiene - catch it, bin it, kill it	Y	Ring the office for restock or complete stock and resources list and place outside the room daily.
Wall posters and stickers to be placed throughout the building to remind staff of Hygiene Standards	Update posters and information as necessary	Y	Create COVID 19 information space in each room up date as issued by PHE Gov.uk, EYA
Wall posters and stickers to be placed throughout the building to remind Parents and children of Hygiene Standards	Update as necessary	Y	Refresh as necessary following Government guidelines and fit for purpose. Send reminder in parents communication prior to opening
Staff provided guidance and information on revised cleaning arrangements. To wipe all contact surfaces (Touchpoints) at least every two hours during the day(flush handles , doors and door handles inside and out, tables, chairs, bathroom taps, room taps phones, soap and towel dispensers, kitchen surfaces, printers and photocopier machines, keyboards and office desks)	1. Complete sign off sheet when done	Y	Revise sign off sheets and issue
Evacuation Procedure			
General Fire instruction to remain the same, as this is an emergency situation, but awareness to staff about social distancing where possible when evacuating and at Assembly points	1. Welcome, escort and discuss	Y	Try to arrange for outside of working hours where possible/ Review evacuation procedure. Consult JBOS No Staff PEEP currently as expectant mother on leave. No children with PEEP

			Lockdown 3 January 2021 - first alarm tests carried out remotely with JBOS staff as their working hours have been altered.
First Aid Arrangements			
Supplies	Maintain sufficient and appropriate supplies		JJ and LP
Ensure first aid kits are updated with COVID-19 related materials (masks, gloves, sanitizer etc.)	1. JJ and LP	Y	Restocked all first aid kits and evacuation bags June 2020, October 2020, January 2021. Provide training video for PPE
First Aider numbers required on a daily basis	ST and JJ 5 staff renewed qualification in the Autumn, 3 more staff booked for the spring.	Y	Maintain current and relevant information. Further staff training and requalification has taken place in October 2020 and December 2020
Staff Welfare Facilities			
Signage	Remove old posters and signage regarding out of date information about COVID 19 Increase signage throughout building	Y	Update posters and signage as Government/local status changes.
WC facilities	1. Well stocked and antibac spray available for cleaning the WC before and after use.	Y	Communicate to staff, maintain stock.
Staff/rest room	Limit use/numbers. Mark off seating. Use alternative areas/outdoor space	Y	Increase to 4 staff in room with the government advice of social distancing at 1 meter
Storage	Personal storage of items - limit to what staff can bring to site, consider areas for storing personal items to reduce contact with others personal items	Y	Remind staff to take home non-essential belongings- keep the staff room clear of clutter and belongings.
Encourage employees to bring their own food in sealed containers	1. Fridges will still be available for staff. 2. Wipe lunch boxes before storing in the fridge and place in locker once the contents have been eaten.	Y	Must use a sealed container for your food and only eat in the staff room washing your hands before returning to play room. Cleaning materials for after eating to enable you to clean down surfaces.
	Role model eating and table manners with children.	Y	Only one staff member to model as necessary
Only make drinks for your own consumption. Do not bring drinks to colleagues	1. Lidded bin is available for use. 2. Wipe to clean table and arm of chairs. 3. Lockers for storage	Y	
Dispose of every disposable product after use immediately. Any used lunch boxes to go in your locker	1. Provide antibac spray and blue roll to clean before and after use	Y	Check stocks daily
Keep staff room table clear and clean		Y	Use own lidded cup where possible
Smoking and vaping allowed externally using 2 meter social distancing	1. Senior Team to monitor with staff rota	Y	Use of alcohol hand sanitiser risks for smokers - not to use prior to lighting cigarettes unless used appropriately.
All WC's to be accessible with enhanced hygiene signage on outside door and inside cubicles		Y	Only one user at a time.

Discourage use of coat racks where possible.		Y	Easier in summer when coats are not necessarily needed. Hang coats in corridor by room for ease of access when engaging in outdoor play and walks in the staff toilet area
Wash hands before and after exercising	1. General message	Y	
Wash hands before leaving work	1. Remembering nursery staff must go off site so not to be seen by children	Y	Hand gel before leaving
Self-Isolation			
Children, staff and adults must not come into the setting if: i) they have one or more Covid-19 symptoms ii) a member of their household, support bubble or childcare bubble has Covid-19 symptoms or a positive test iii) are legally required to quarantine following travel iv) they have a positive test v) they have been in close contact with someone who tests positive	Remind staff and parents via newsletters, emails and memos, to follow government guidance	Y	Promote and engage in asymptomatic testing. Lateral Flow Tests are only to be used by those not displaying Covid-19 symptoms. This allows us to identify asymptomatic cases that would otherwise go undetected. Children or adults displaying one or more symptoms of Covid-19 must seek a PCR test or self-isolate for 10 days.
Personal Protective Equipment (PPE)			
Sufficient PPE supplies available	1. Gloves and disposable aprons for meal times. 2. Gloves and green tabards for nappy changes and tabards washed weekly. 3. Gloves and disposable aprons for cleaning	Y	Training in use - sent video link to staff for donning and doffing of PPE and step by step guide printed for Covid 19 folder
Will gloves be provided to staff	Gloves and green tabards for nappy changes and tabards washed weekly.	Y	Order new stock as necessary according to usage and demand.
Will masks be provided for staff	1.Guidance states not necessary unless caring for a poorly child whilst awaiting collection	Y	Available from office
	Each room has a supply of masks for use during the drop off and collection time of clients.	Y	Check stock weekly and replenish
	Ensure face coverings are worn by all staff, students and visitors unless exempt, in all communal areas throughout the building or where social distancing cannot be maintained.	Y	Staff, students and visitors are reminded of safe wearing and removal of face coverings including being provided with a named, sealed plastic bag between uses.
Arriving at Work & Entering the Building			
Open 8am till 5.30 for clients with staggered drop off and collection times.	1. Initially recommend 9-4.30 for clients Initially 8.45 till 4.45 for staff shorter for first week and build up	Y	Time slots issue to new clients and Holiday Club clients.
Car Parking - Arrange access for those staff arriving to work by car	1.Follow Polaris House guidance on where to park. JBOS to implement. 2. Hawksworth car park to remain closed	Y	Check with JBos for nursery staff/parents and deliveries

Deliveries - including Receiving and Sending Mail and Packages			Lockdown 3 January 2021 - inform all deliveries to contact the nursery if no barrier access is granted due to Jbos staff having their working hours altered.
Use of public transport to and from work	Follow government guidance on social distancing, the wearing of face coverings and hand sanitizers.		Government guidance and display up to date government posters
No car sharing with colleagues or clients, unless you are from the same household or support Bubble	Remind staff who meet the criteria must both be wearing face masks and have windows open during the journey. Wipe down all handles and touch surfaces after the journey.		Government guidance and display up to date government posters
Visitors to the building			
Restrict access to the building to those people who 'need' to be on site	1. Staff to utilise staff room, staff toilets, designated play room and garden only. 2. Visitors by appointment only	Y	Visitors by prior arrangement:- Assessors to visit students via relevant play room door or garden gate according to the location of student observing. Potential clients to view the nursery out of hours in the evening when all children and staff have vacated the premises. Stay and Play sessions for new families to be coordinated for garden time slots- access via the garden gate.
			Contact details of all visitors to the building will be kept for a period of 21 days.
External professionals, specialists, therapists, clinicians or other support staff for SEND may enter the building provided they follow the PPE and social distancing guidelines.	All visits should be by prior appointment and will be reminded of the requirements with regard to PPE and social distancing prior to attending.	Y	
Prospective parents	All visits by prospective parents will be limited to those that are strictly necessary in order to confirm a contract of care. Prospective parents must abide by the PPE and social distancing requirements of the setting and will be advised of these prior to attending their appointment. Appointments for viewings will be offered out of nursery hours when the building is empty.	Y	

Settling-in visits for children	<p>Parents must wear face coverings, unless exempt, during any settling-in visits.</p> <p>Parents must avoid contact with other children whilst on the nursery site.</p> <p>Parents to be advised of requirements of the setting around PPE and social distancing prior to attending settling-in visits.</p> <p>Settling-in visits where parents are present will take place outdoors in the nursery garden where possible.</p>	Y	
All physical meetings should follow 2 metre safety distance between participants	Use empty spaces - Explorers room or Voyagers room	Y	<p>Only new starter Parent consultations and SEND consultations to happen face to face. Other parent consultations via phone and scanning of documents.</p> <p>New starter transition visits to be held in the garden, with one parent only, wearing mask, where weather permits. If having to take place inside, parents and staff to wear masks for the duration.</p>
Parent consultations via Phone/ZOOM or garden space	1. Social distancing	Y	Can use personal laptop on Ethernet in office for online meetings and webinars
Students on placement	Limit assessor access. Assessors to wear mask, utilise the garden where possible. Share information in case of Covid 19 confirmed cases.	Y	Set up student Covid 19 statement to add to their welcome pack in preparation for student placement from Oct 2020
	Student placements cancelled by college unless they are an employee		Senior Team to carry out direct observations of apprentices/students in the work place as assessors cannot visit
	Student placements to resume from Easter 2021		Assessors to visit students via relevant play room door or garden gate according to the location of student observing.
Essential maintenance and essential visitors working on site to be fully aware of Coronavirus status as part of short induction/instruction		Y	
Management of staff and children on-site during open hours			

Small static teams(BUBBLES) to minimise the number of people you are in contact with	1. Create small static teams across the nursery. 2. Do not mix groups of children 3. Children only able to play with items in their room and not shared with others. 4. Limit outdoor play equipment and have cleaning station for equipment.	Y	Social distancing in early years is impossible, but we do need to minimise the number of people staff and children come into contact with. Review as necessary with Government guidance for early years, education and OOSS. Minimise crossover of Under 2's with over 2's, keep bank staff and senior team support to one area(Bubble) where possible.
			Split into Under 2's and over 2's
Socially distance from colleagues wherever possible	Location around the room, at ends of a table		Have windows open for ventilation.
daily Runner to limit the movement and therefore contact of staff throughout the day.			
Minimise contact between staff	1. Stagger arrival times. 2. Stagger break times and have set lunch groups 3. have meetings outside, make use of outdoor space for breaks, limit number of staff in staff room, revise seating layout - remove seating.	Y	Have windows open for ventilation where possible during job chats and supervision meetings
Do not allow entry to 'not expected employees'	Those on furlough remain on furlough	Y	Communicate to all staff. Entry to site/building by appointment only
Office Administrator and Senior Team members to welcome, guide and instruct employees and visitors	Maximum of three in office at any one time for social distancing, working side by side and wearing masks.	Y	Designated roles- increased to three people limitation in the office from 1st October 2020
Set up 2 meter space markings approaching office door. Deemed not necessary as staff will communicate via phone	Deemed not necessary	Y	Staff to ring office rather than enter office from designated work area. Use stock requirement lists each day for stock and resources. Staff to ask before utilising the computer and printer on sessions when part time staff not working
Set up 2 meter space markings outside each room entry door - externally marked on floor(path)	To support one in one out, parents must respect the 2 meter rule outside each door	Y	Communicate to parents the expectation on arrival. Explain to staff how to operate the one in one out rule.
2 metre safe distance markings on floor in corridor deemed not necessary as staff should not be walking around the building throughout the day.	Social distancing - common sense should prevail to step back	N	Staff encouraged to report any incidents where it's not being adhered to

Consider people flow in a single direction	1. Not safe to implement as this would mean staff leaving the building to access areas. Need to maintain ratios of those caring for children 2. Staff reminded to step back if approached/ meet in communal space- common sense should prevail	N	
Hand sanitizer/tissues close and visible in play rooms, staff room, kitchen and office areas. Work surfaces kept tidy and equipment clean	1. Set up Covid 19 trays for each space to keep hygiene materials together and accessible.	Y	Check stocks daily
Evidence of cleaning routines performed in sharable report format	1. Sign off sheet to be created and issued.	Y	Check by phone during the day and collected at end of day. Revised and updated
			Spot check by Senior Staff and review of completed cleaning sheets.
Ensure Clean Desk Policy is implemented/reinforced	1. Wipe over at end of task and end of day and if changing user.	Y	Check stock for wipes- use request list daily
Avoid face to face seating, (unless at 2 meter distance) updated to be a minimum of 1 metre apart	1. Reminder poster in staff room	Y	Reminder in staff room. Update posters according to the government messages and include in staff newsletters e.g. "Hands, face, space" Maintain working Bubbles where possible to reduce the number of people in contact with.
Frequent contact areas (Touchpoints) will be cleaned continuously and visibly as part of the new cleaning routine. To include: all door handles inside and out, phones, WC's, taps, soap and towel dispensers, kitchen surfaces, printers and photocopier machines, office desks and equipment.	1. All staff responsible for own area during the day	Y	
Only utilise resources in your room/ bubble No borrowing from others.	1. All staff to maintain this action Under 2's or Over 2's	Y	Quarantine time between resources. Set up book quarantine box in store and labelled. Wash dressing up clothes before returning to store. quarantine resources before returning/re-deploying.
Provide signage on staff room doors to indicate maximum capacity.	Amend to reflect 4 as government guidance changed to 1 metre		
Use of buggies for sleeps	1. Same child in same buggy all day where possible	Y	Spray after use and leave to air dry
Baby bouncers for sleep	1. Same child in same chair all day if possible	Y	Line with a fresh cot sheet if sharing between children.
Use of buggies for walks	1. Wipe handles on return to nursery.	Y	Spray the buggy seat and leave to dry
Use closed bins to hygienically dispose of tissues	1. Already available in rooms	Y	Seal bin bag and empty throughout the day if full. Do not have bins overflowing.

Escort guests in 2 metre distance. If not possible advise that you will walk ahead to guide to and from room	1. Social distancing	Y	Viewings carried out "out of hours" at 5.45pm
Transitions of children to next age group.	1. Minimise overlap of bubbles with three visits during the week leading up to the move instead of the usual 2-3 weeks prior.	y	
Cots and sleep beds(mattresses)	One child one bed/cot -if sharing must - antibac the bed and flip over and apply new bedding.	Y	Review demand for cots
Move signing in location to Fire door - staff to sign children in and out of our care in the playrooms.	Staff to sign in and out the children	Y	Staff to have own pen? Tricky as children will share crayons etc.
Oxygen care for individual child - not deemed necessary by professionals as shielding till Aug, then reviewed and only needed for long sleeps over-night not daytime naps.	Consult patents and professions involved	y	Remove oxygen signage whilst not in use. Reviewed in Jan2021 - not required whilst attending nursery.
Fresh uniform each day (some spares available for those who need it)		Y	Remind staff
Nursery kitchen			
Evidence of Cleaning of kitchen	Use sign off sheet	Y	Check stocks of cleaning materials and PPE Senior staff spot check and review cleaning sheet.
Wipe contact surfaces at least every two hours (fridge, freezer, doors, door handles, taps etc.)	1. Minimise those you are in contact with via staff rota. 2. place all washing up on the "Washing up tray". 3. Clean the table and put your lunch box away. 4. Wash hands before returning to the play room.	Y	Reviewed cleaning sign off sheet.
Staff cups to be hand washed and dishwasher washed at end of the day	Use the system instigated	Y	Purchase cutlery as necessary
Provide tongs for tea bags. Long handled spoons for coffee and sugar	Use travel mugs/sealed cups where possible	Y	
Children to have at least one meal a day outside to increase time spent outdoors	Usual hygiene requirement at meals times	Y	Ceased in November as too cold. Reinstate when weather permits or new starter visit is booked
Safety of nursery cook	1. Clear signage on entry to kitchens. 2 Able to social distance due to lone working most of her shift.	Y	Cook lone working. Staff to collect from the door. Designated staff member to restock refreshments and cutlery in staff room
Test and Trace			
Government and NHS system to share Covid 19 contact and reduce the spread	1. Engage with the system by retaining contact details of those who have entered the building for at least 21 days. 2. Share information (GDPR) to protect others as necessary with HPA, SBC	Y	Set up in Communication Book - senior staff to maintain entries.
Any confirmed cases must be reported		Y	Follow Gov , HSE and LA guidance. Report, consult and carry out actions

Specific activities			
Playdough	Each child has their own pot of playdough to utilise - no sharing SEE UP DATE ACTION	Y	Relaxed in December 2020 for Bubble use only and Dispose at end of the week from Jan 2021
Sand	Wash weekly and leave to air dry	Y	
Dressing up	To be washed at the end of the day	Y	RELAXED IN DECEMBER 2020 -wash at end of the week
Fabrics/cloths/drapes on tables and floors	To be washed at the end of the day	Y	Continue daily
Water play	Must have soap added to the water. REMIND STAFF	Y	Ensure stocks of Infacare in each room and add to weekly shopping list
Walks and outings - limited to on site only	On site walks, picnics, games	y	Parent permission forms.
Cooking activities with children - usual food safety and hygiene	1. Staff aprons - wash as end of session 2. Children's aprons - wash at end of session. 3. Follow food hygiene and safety rules.	Y	
Garden equipment	Clean in-between "Bubbles" accessing the garden	Y	All staff to be responsible using gloves, aprons and antibac spray/wipes each time
Music and singing	<p>if staff can socially distance whilst singing they should, and keep background music to levels which do not encourage participants to raise their voices unduly.</p> <p>Singing limited to the same 6 adults only at any one time during a session.</p> <p>GOOD ventilation in rooms</p>	Y	
Woodwind and brass instruments	<p>The musician to stay two metres away from the children</p> <p>The children are not able to touch, handle or play the instrument themselves</p>	Y	
Deliveries - including Receiving and Sending Mail and Packages			
Food deliveries through kitchen door as usual	1. Gloves available for receiving delivery and disposing of packaging. 2. Wash all loose fruit and vegetables before storing	Y	Follow SFBB and FSA guidance
VIA POSTROOM Frequently clean surfaces, pigeon-hole and parcel delivery station	Use own pen if you must sign	Y	Ring post room to check if any post needs collecting before entering Polaris House. Use hand washing station and sign in and out at delivery bay.
Collection of printing from JRS			Collect on day collecting post so reduce the number of visits into Polaris House
VIA NURSERY DOOR do not sign for packages.	Gloves available at arrival sanitizer station	Y	Check stocks daily
Always wash hands after you unpack a parcel or open your letters	Wear gloves and wash hands after	Y	

Dispose of cardboard immediately (Do not use for play purposes unless quarantined for 72 hours first)	Quarantine for 72 hours if required for play purposes.	Y	Dispose or quarantine- do not leave in corridors
Catering Arrangements - clients (children)			
Lunch trolley to be pushed out of kitchen by cook to "Designated collecting staff member" who will be in the corridor awaiting	One staff member only	Y	Daily runner to complete, if unable Louise to collect from corridor and trays and trolley.
Wash hands and put on gloves and aprons before serving food to children	General message to all staff and students	Y	Extra gloves and disposable aprons
Arrange tables with as much distance as possible for children at meal times	Staff to clean and set tables using children's name cards	Y	Check name cards and maintain Bubbles Eat outside - weather permitting.
Children's water bottles visible but out of reach	1. Staff to offer drinks frequently throughout the day. 2. Staff to respond to children's requests for drinks	Y	Risk of children sharing and touching others bottles. Discoverers may be able to create a unit surface with named circles for children to place their water bottle on. Teach children to only touch their own bottle or cup
Reminders in staff newsletters and memos	Keep the requirements fresh in staff practice	Y	Also change info and posters in staff room.
Reminders in parent newsletters and emails	Keep the requirements fresh in parents practice for both established parents and new clients		

Reviewed May 2021

LA spot check by phone	27/1/2021	Paul
HSE spot check by phone	02/03/2021	Liz
LA EHO visit		

