

RISK ASSESSMENT (COVID-19)

A safe return to Nursery for staff and children during the coronavirus pandemic.

Name of person completing the assessment: Mrs F Green, Head of EYFS

Date of completion: 12/06/2020

Date of review: Ongoing

All Employees must:

- Follow all control measures identified in this risk assessment to promote safe working during the pandemic.
- Report any accidents, incidents or near misses that may occur as per normal procedure.
- Report any hazards or potential hazards with regards to managing Covid-19 to Nursery management.

All Managers must:

- Ensure the control measures in this risk assessment for managing Covid-19 are carried out in collaboration with staff. Review this risk assessment regularly throughout safe exit and in the event of an increase in the islands COVID-19 cases.
- Implement any controls, procedures or safe systems of work identified in this risk assessment.
- Monitor how staff, families, visitors and contractors are complying with all controls, procedures and safe systems of work.

School Name:

St Michael's Nursery

Site Details:

La Rue de La Houquette, Five Oaks, St Saviour, Jersey

Risk Assessor's Name:

Fiona Green

Risk Assessment Date:

12/06/2020

Governor's Approval:

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Risk Rating System:

Severity or most likely consequence: 1 = Minor/ No Injury. 2 = Lost Time / Injury. 3 = Major Injury/ Fatality

Likelihood of the incident occurring: 1 = Unlikely/ Infrequent. 2 = Possible/Occasional. 3 = Likely/ Frequent.

Risk Rating = Likelihood x Severity: 1 or 3 = Low Risk/ Priority. 4 or 6 = Medium Risk/ Priority. 7 or 9 = High Risk/ Priority

Risk Rating After Action Taken(control measures) = residual risk rating (Green=low) (Amber=Medium) (Red=high)

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Residual Risk Level (after further control measures)	Further control measures required or comments
<p>Staff working during the Covid-19 pandemic</p> <p>Teaching, office work and meetings</p>	<p>Exposure to Covid-19 (respiratory illness) from other employees, children, parents, community centre workers, cleaners, the environment and equipment.</p>	<p>Staff, children, families, visitors and cleaners</p>	<ul style="list-style-type: none"> ● All staff avoid touching their faces and use a tissue to cough or sneeze and dispose of it accordingly. ● All staff wash their hands with soap and water for 20 seconds frequently; including on arrival to work (prior to coming into Nursery rooms), before and after cleaning, after toilet use, before eating, before the children's snack and lunch and before going home. ● Physical distancing is practiced (2m distance), between staff members, between year group bubbles of children, between staff and parents. ● Covid-19 Information posters are displayed throughout the building ● Good respiratory hygiene is practiced, covering mouth and nose with a tissue when coughing/sneezing (catch it, kill it and bin it). ● Hand sanitisers are situated at the school gate and in each separate year group bubble. Staff monitor when refill is needed and In-house Cleaning Department are notified. ● The windows in the Nursery are opened for ventilation and doors are open where possible. ● Bins are located in the Nursery area and are emptied throughout the day by the In-house Cleaning Department. Bins are emptied at the end of each Nursery session and placed in green bins. ● Cleaning schedules are implemented daily and reviewed. ● In-house Cleaning Department come in daily to do a deep clean of the Nursery floors and toilets at the end of the Nursery day. Staff will have left at this time. ● All guidance published on Gov.je is followed. ● Nursery and School Covid-19 safety plan in place and shared with staff. 	<p>1</p>	<p>3</p>	<p>2</p>	<ul style="list-style-type: none"> ● Update with most recent Covid-19 Information posters.

			<ul style="list-style-type: none"> ● Procedure in place for any employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them. ● Any employee displaying Covid-19 symptoms must self-isolate at home and not attend the workplace. 				
Physical distancing in the workplace / preschool.	Keeping control of physical distancing	Staff, children and families	<ul style="list-style-type: none"> ● Physical distancing guidelines of 2m are implemented and adhered to by staff. ● To enable physical distance and reduce cross-contamination: <ul style="list-style-type: none"> ○ Children are grouped into Year Group bubbles with three members of staff and one part time member of staff to cover lunch breaks. ○ Year Group Bubbles will physically distance from other bubbles. ○ Children eat lunch in their Year Group bubbles. ● Talk about, at an age appropriate level, why we need to take these measures, for example 'to stop people catching the germs that are making some people unwell' etc. ● Furniture moved to give clear areas for the children to play. ● Staggered drop off and collections are currently in place in the main school. ● Parents/carers bring their child to their drop off/collection zone and maintain a physical distance of two metres from the Nursery member of staff. ● Three staff members remain with a Nursery bubble of children, with an additional part-time member to cover lunch duty. ● Other staff members keep 2m distance from other bubbles. ● One staff member is responsible for snack and lunch preparation prior to Nursery. ● Whole staff discussions/meetings involve staff keeping 2m distance from each other. ● One member of staff at a time permitted in the kitchen area and staff cupboard. ● In-house Cleaning Department to maintain a physical distance of 2m from staff when they are cleaning during the day. 	1	3	2	<ul style="list-style-type: none"> ● Update with most recent Covid-19 physical distancing posters. ● Review how well physical distancing is being maintained on a daily, weekly and if numbers of children increase basis. ● Use markings/signage and introduce one-way flow at entry and exit points and throughout the building will be implemented if necessary.

			<ul style="list-style-type: none"> To aid physical distancing when using the toilets in the Nursery: <ul style="list-style-type: none"> Nursery staff go to the toilet one at a time. Only the Nursery children use the toilets in the Nursery area. Children in the music room will be unable to use the Nursery toilets Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus regularly referred to and updates included in our procedures. 				
Severely vulnerable / Vulnerable staff working during Covid-19	Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment	Severely vulnerable / Vulnerable staff	Identify those staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from Coronavirus (COVID-19 i.e. those that are clinically vulnerable or clinically extremely vulnerable . Ref: School Risk Assessment	1	3	1	<ul style="list-style-type: none"> Put a care plan in place in the event of severely vulnerable staff members returning to work.
Cleaning – staff and In-house Cleaning Department All the key protection and hygiene measures will continue to apply to minimise the spread of infection.	Poor cleaning, hygiene and infection control standards	Staff and children	<ul style="list-style-type: none"> Children taught and reminded about handwashing for 20 seconds. Taken regularly to wash hands. Children and staff are provided with tissues. Hand sanitisers are situated at the School gate and in the Nursery bubble. Staff monitor when refill is needed and In-house Cleaning Department are notified. The windows in the Nursery are opened for ventilation and doors are open where possible. Bins are located in the bubble areas and are emptied throughout the day by the In-house Cleaning Department. Bins are emptied at the end of each Nursery session and placed in green bins. In-house Cleaning Department come in daily to do a deep clean of the Nursery floors and toilets at the end of the Nursery Day. Staff will have left at this time. 	1	3	2	<ul style="list-style-type: none"> Monitor cleaning and make sure all is in place and equipment is readily available.

		<ul style="list-style-type: none"> ● Cleaning schedules are followed daily and deeper cleaning on a Friday. ● Touchpoints, including surfaces, toilets, handles, switches etc are disinfected at the start and end of the day and throughout by staff and In-House Cleaning Department. ● All resources are cleaned at the end of each day. ● Limited resources that are shared between the children. ● There is no access to and the following resources have been removed: <ul style="list-style-type: none"> ○ Sensory materials – other than playdough where we can make an individual bag for each child. ○ Material resources, such as dolls clothing and bedding ○ Dressing up clothes and costumes ○ Soft furnishings in the home corner and book corner ● Ensure children in the Nursery Bubble only, have access to the outside area. Limited resources will be available outside and they will be cleaned daily. Field and limited use of playground facilities. Use of area (to the side of Nursery Dept) for lunch break. ● Children currently aren't able to bring in toys or comforters such as blankets or soft toys from home. Parents MUST adhere to this. ● In order to limit the number of items coming into Nursery from different homes, children have a bag of spare clothes that remains in Nursery. ● Nursery staff are responsible for washing and drying any changes of the children's clothes using the Nursery washing machine. ● Children will bring in water bottles and leave them in Nursery to prevent cross contamination. Children will only have access to their water bottle. Water bottles will be washed daily in the dishwasher. ● Nursery staff to wash clothing when they get home and wear a different outfit to Nursery the following day. ● Staff wear PPE when providing intimate care and when dealing with medical or accident needs. 				
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The number of workforce is significantly reduced because of COVID-19.	Safeguarding and appropriate number of staff	Staff and children	<ul style="list-style-type: none"> • There will be one bubble of children in attendance and three staff in attendance. • Ratio numbers of staff to children is achieved. • All staff have up to date paediatric first aid training. • All staff have safeguarding training. • The Matron is Designated Safeguarding Lead and is working onsite. • The Headmaster is Deputy Designated Safeguarding Lead and is working onsite. • All staff have good knowledge of and follow existing health and safety, safeguarding, infection control, First Aid and medical policies and procedures - a loof these are available on the Drive. • Risk assessment regularly reviewed. 	2	1	2	<ul style="list-style-type: none"> • Ratios monitored with each increase of children - should this happen as some are remote learning. • Review risk assessment in event of increase in islands COVID-19 cases.
Teaching, office work and meetings	A member of staff or a child displays symptoms whilst at Nursery.	Staff, children and families	<ul style="list-style-type: none"> • Good respiratory hygiene is practiced - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it). • Children are taught about and encourage to practice good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin) • Children taught and reminded about handwashing for 20 seconds. They are taken regularly to wash hands. • Staff wear PPE when providing intimate care and when dealing with medical or accident needs. • Staff know not to come to Nursery if they are unwell; displaying either a fever, shortness of breath, a cough or 	3	2	2	<ul style="list-style-type: none"> • Make sure staff have access to updated cleaning procedures and schedules. • Keep staff aware of changes to procedures as they occur.

			<p>any of the other signs of COVID-19. Staff know in this event to seek advice from the Coronavirus helpline.</p> <ul style="list-style-type: none"> ● Staff must inform FG and MR as soon as they become aware they are developing COVID-19 symptoms. ● The Matron's room is allocated as an isolation room in the event of a child or staff member displaying COVID-19 symptoms. ● The isolation room (Matron's room) will be thoroughly disinfected after any use by a staff member or child with symptoms. ● Isolation procedures in place if a staff member displays COVID-19 symptoms and staff have been given this procedure. ● Isolation procedures in place if a child displays COVID-19 symptoms. ● Families have been given this procedure, which includes advice on when to contact the Coronavirus helpline. ● The resources and furniture in the child's bubble area will be deep cleaned and disinfected. ● All other resources used during the day will be disinfected. ● FG to keep a separate register to use if needed to record: <ul style="list-style-type: none"> ○ Any other staff present and on what days - music and games teachers ○ Any changes to staffing, such as a staff member needing to be in an isolation room (Matron's) etc. ○ Any child who displayed symptoms ○ Any staff member who displayed symptoms ● Matron will complete a 'COVID-19 Suspected Case Report' in the event of a child or staff displaying symptoms. ● Hand sanitiser to be provided. ● Bins are located in the Nursery and are emptied throughout the day by the In-house Cleaning Department. ● Cleaning schedules are followed daily as per CYPES Cleaning Strategy. Including thorough cleaning of touchpoints e.g. tables, chairs, surfaces, handles, doors switches are disinfected when staff first arrive in the morning, during the day and at the end of the day prior to staff leaving by the In-house Cleaning Department. 			
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			<ul style="list-style-type: none"> Resources are cleaned at the end of each day by staff and left to dry. Infection Control policy and procedures in place and available on the School Google Drive. Health and Safety policy and procedures in place and available on the School Google Drive. Cleaning strategy is reviewed regularly. Risk assessments completed and reviewed. Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus 				
Daily drop off, pick up and safe access to the Nursery.	Cross contamination and infection control	Staff, children, families, visitors and contractors	<ul style="list-style-type: none"> Each Year Group bubble in the school is given a separate time for arrival and collection. Parents/carers bring their child to their drop off/collection zone and maintain a physical distance of two metres from the Nursery member of staff and other families. Parents are able to walk their children to the Nursery door if needed but will not be allowed to enter. Three staff members remain with a bubble of children. Other staff members keep 2m distance from other Year Group bubbles. Physical distancing guidelines of 2 metres are implemented and adhered to by staff. Only one member of staff at a time permitted in the kitchen and staff cupboard. Essential contractors only permitted on site. No entry to Nursery or occupied areas during working hours unless essential. Details held for track and trace purposes. Any person must wash hands/sanitise prior to coming into Nursery. Staff control the safe access to the Nursery. SMT review safe access procedures. Cleaning schedules are followed daily by staff and In-house Cleaning Department. 	1	3	2	<ul style="list-style-type: none"> Update with most recent Covid-19 Information posters. Signs placed on the Nursery front door and back door showing the bubble access. Use markings/signage and introduce one-way flow at entry and exit points and throughout the building will be implemented if necessary.

			<ul style="list-style-type: none"> • Cleaning schedule followed, including thorough cleaning of touchpoints e.g. tables, chairs, surfaces, handles, doors switches are disinfected when staff first arrive in the morning, during the day and at the end of the day prior to staff leaving by the In-house Cleaning Department • Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus is regularly referred to and updates included in our procedures. 				
Snack and lunch times	Control of physical distancing and infection control	Staff and children	<ul style="list-style-type: none"> • Tables are hot washed and disinfected before snack and lunch. • Children have snacks and lunch sat in the Nursery. • Snack time is run as normal within the Nursery. • Children wash hands as always prior to snack and lunch and also use the toilet. • At the end of lunch Nursery will move to the playground. Two staff members on duty at any time. 	1	3	2	
Catering	Control of physical distancing and infection control	Staff, children and tearooms kitchen staff	<ul style="list-style-type: none"> • Snacks are prepared in the Nursery kitchen by one member of staff prior to Nursery opening. • Lunch (packed) is prepared in the School kitchen by catering staff. • Catering staff and Nursery staff maintain a 2m physical distance. • Catering staff do not enter Nursery. They will leave the packed lunches in the corridor area for children having packed lunch. • Food is served in the Nursery. The Nursery staff members will sit with the children whilst they have their lunch. 	1	3	2	