



## ROMPERS PRIVATE NURSERY

### RISK ASSESSMENT

Updated 09/08/2021

COVID – 19

**INCIDENT/HAZARD DETAILS:** Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment is supported by the 'Re-opening COVID-19 Guidance' and 'COVID Policy' and should be read alongside.

All other relevant documents to support risk management are available on our nursery website

[www.rompersnursery.co.uk](http://www.rompersnursery.co.uk)

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Getting or Spreading Covid-19 Coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users (Children &amp; Parents)</li> <li>• Visitors to premises</li> <li>• Cleaner</li> <li>• Contractors</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> </ul>	<p><b>Hand Washing</b></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>Drying of hands with disposable paper towels.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Cough etiquette encouraged for staff and children.</p>	<p>Staff &amp; nursery children on arrival at the nursery and on a regular basis throughout the day will wash their hands for 20 seconds with water and soap and dry their hands with disposable towels. Staff in addition will regularly use hand sanitiser gel.</p> <p>Coughs and sneezes will be caught in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Hand gel station at front gate and back door for staff and parents to use.</p> <p>All staff monitoring service users and each other to prompt reminders etc as required.</p> <p>Children will never share handwashing water, if top and tail based are used, water will be changed after every wash.</p> <p>Staff will handwash/gel before putting on PPE, before they take PPE off and after they have disposed of the PPE.</p>	All staff	Ongoing	Ongoing
Getting or spreading COVID-19 coronavirus in common use high	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users (Children &amp; Parents)</li> <li>• Visitors to premises</li> </ul>	<p><b>Cleaning &amp; Infection Control</b></p> <p>“Starbucks clean”; two hourly cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – Starbucks cleaning sheets</p>	All Staff	Ongoing	Ongoing

<p><b>traffic areas such as staff room, play rooms, corridors, toilet facilities, entry/exit points to nursery and by not social distancing.</b></p>	<ul style="list-style-type: none"> <li>• Cleaner</li> <li>• Contractors</li> <li>• Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions</li> </ul>	<p>handles, light switches, front door buzzer, surfaces etc. Room sterilising carried out daily/weekly to ensure all toys, furniture is appropriately cleaned. Weekly enhanced clean to nursery premises etc. Staff room cleaned by staff member after use.</p>	<p>Sterilising cleaning sheets</p> <p>Disinfectant wipes recommended to be used after use of commonly touched surfaces by staff such as toilet, sink, kettle, microwave, toaster etc.</p>			
		<p><b>Social Distancing</b> Social Distancing: Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government Guidance. Online meeting calls to be used instead of face-to-face meetings for some meetings. Social distancing also to be adhered to in staff room (use of outside area permitted &amp; lunch breaks in cars).  'Stay safe buckets' marked outside all three exits and entrances to ensure social distancing is adhered to during drop off/pick up times.</p>	<p>Drop Offs/Pick Ups of children; <b>One parent/carer only</b> allowed to drop off /collect. <b>Face Masks to be worn by parents when dropping off/collecting.</b> Welcome back to nursery video shared with parents to advise them of procedures. No parents will be permitted into the nursery building. Staff wearing face masks when social distancing is not possible in handing over young children and those that require additional support.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Staff &amp; Mgmt checks conducted to ensure this is adhered to.</p>	<p>Parents/ Carers</p> <p>All Staff</p> <p>Mgmt TL's</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
		<p><b>Staffing</b> Additional staff have been employed to support flexibility in groupings of children. As an indoor/outdoor</p>	<p>All new staff have completed COVID-19 induction as part of induction pack.</p>	<p>Mgmt TL's</p>	<p>Ongoing</p>	<p>Ongoing</p>

		<p>nursery, the outdoors area is used consistently throughout the day. Rotas are in place to ensure staffing is planned across the day.</p>	<p>Team Leaders to manage room staff to ensure child: adult ratios are met. The managing of staff will also ensure additional roles and responsibilities can met.</p>	<p>New Staff</p>		
		<p><b>PPE</b> All staff will continue to wear appropriate PPE when carrying out tasks such as nappy changing, food preparation and cleaning. No additional PPE will be worn as advised by Scottish Government.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. See information in handwashing section.</p>	<p>All Staff</p>	<p>Ongoing</p>	<p>Ongoing</p>
		<p><b>Children's Experiences</b> Children have full free flow access between indoor and outdoor environments. Children can actively make choices where they wish to play but are encouraged to spend as much time outside as possible. Pre-school and Toddler children can opt to have lunch outdoors, to minimise number of children in the room at one time. Sand, water and playdough along with other aspects of messy play will be used to support children in their experiences. These will be changed daily or changed in the event of a change of group using them. Singing will resume in the playrooms as per Scottish Government Guidance.</p>	<p>Key Worker Group check-ins take place twice daily in Pre-school. This time includes a morning/afternoon welcome, routine &amp; emotion check &amp; project discussion. Friendship groups are maintained within the groups to help ensure children feel secure.  Increased usage of online app to support effective communication, ensuring open communication between home and nursery through increased observations &amp; photos. This supports the decrease in verbal feedback to ensure continuity of care.</p>	<p>All Staff</p>	<p>Ongoing</p>	<p>Ongoing</p>

<b>Increased risk of infection and spread of COVID-19 coronavirus through presenting symptoms</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users (Children &amp; Parents)</li> <li>• Visitors to premises</li> <li>• Cleaner</li> <li>• Contractors</li> <li>• Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions</li> </ul>	<b>Temperature Checks</b> On arrival at the setting all staff & authorised visitors & viewings are conducting a temperature check & recording on temperature record sheet. Temp must be below 38 degrees to continue at work/remain. If temperature above, a second check is performed & verified by member of Mgmt, temp check remains 38+ then staff member/visitor to be sent home immediately.	Temperature flow chart in place to support staff in making decisions about their temperature.  Temperature logs.	All Staff  Mgmt TL	Ongoing	Ongoing
		<b>Ventilation</b> Windows and doors will be used to ensure good ventilation in each of the playrooms and staff areas. In the morning room staff will open all windows in their room. The nursery front door will be open at all times during the nursery day. The Toddler door should be open as much as possible.	Continue to monitor	All Staff  Mgmt TL	Ongoing	Ongoing
		<b>Lateral Flow Testing</b> All staff including office, room, kitchen, cleaning and maintenance staff are tested twice weekly through the Scottish Government lateral flow testing kits. A COVID-19 coordinator and registration assistant have been appointed and all staff informed of this. Appropriate documentation and consent forms issued to staff before testing began.	COVID-19 testing folder – consent forms and documentation held.  Monthly check in with staff regarding testing during staff meetings and at TL meetings.  All staff have individual responsibility to record test results on gov.uk website and notify management if any issues.	Mgmt  All Staff	Ongoing  Ongoing	Ongoing  Ongoing

		<p><b>Presenting Symptoms of Covid-19</b>          If anyone (staff or child) becomes unwell with a new continuous cough or a high temperature in the setting they will be sent home and advised to follow the stay-at-home guidance. Management will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or child/parent has developed Covid-19 and were recently on our premises the management team will contact the Care Inspectorate &amp; NHS Scotland to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>If a child presents with symptoms whilst at nursery, staff will action the 'COVID-19 Emergency Symptom Response' protocol. This involves isolation of one staff member with the child in one room within the nursery until the parent comes for collection.</p> <p>The appropriate deep cleaning and infection control will then take place.</p> <p>In the event when this does happen, families of the attending children will be notified &amp; the Care Inspectorate Informed.</p> <p>Management will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Clinically extremely vulnerable staff and those that fall into high-risk categories ie pregnant must notify Management that they fall into these categories.</p>	All Staff Mgmt	Ongoing	Ongoing
		<p><b>Deliveries</b>          All deliveries will be left outside in the garden area and no contact will be made between delivery drivers and staff.</p>	<p>Communicate with companies we receive regular deliveries from to ensure they are aware of these procedures.</p>	Mgmt	Ongoing	Ongoing
		<p><b>Viewings</b>          New prospective parent viewings will be done after 6pm when no children</p>		Mgmt	Ongoing	Ongoing

		or staff are present. Only 1 parent will be allowed to attend the viewing appointment and a face mask must be worn at all times. A temperature check will be completed.	Visitor Log to support track and trace measures along with temperature checks.			
<b>Mental health &amp; wellbeing affected through isolation or anxiety.</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Service Users (Children &amp; Parents)</li> <li>• Visitors to premises</li> <li>• Cleaner</li> <li>• Contractors</li> <li>• Vulnerable groups</li> </ul> Elderly, Pregnant workers, those with existing underlying health conditions	<b>Staff &amp; Wellbeing</b> Have regular check in meetings/calls with staff both WFH and in setting. Talk openly with staff & involve staff in Risk Assessments so they can help identify potential problems & solutions.	Regular communications with staff team, regular check-ins and open-door policy for those who need additional support. Ensure staff are taking regular breaks, encouraged to take leave etc. COVID-19 check in at monthly staff meetings and at TL meetings.	All staff	Ongoing	Ongoing
		<b>Staff CPD</b> Staff CPD including focusses on social development and neurological pathways and ACES thus helping to ensure staff can support emotional wellbeing of children. All staff have completed SCIEF level 1 infection control training to ensure knowledge and skills are of highest standard.	Evidence in each staff members CPD folders and OneDrive staff files. Management engaging in discussions about training. Impact on practice? Any changes needing to be made?	All staff	Ongoing	Ongoing
		<b>Staff International Travel &amp; Quarantine</b> Staff returning from holiday from a country that is not on the Quarantine exemption list will self-isolate for a period of 10 days before returning to work. This also applies if the non-exempt country they departed from is added to the Quarantine exemption list within this 10 day period.	Staff to advise Mgmt of country they are going to when taking annual leave. Mgmt. will check Quarantine Country Lists when staff on international holidays.	All staff Mgmt	Ongoing	Ongoing

		<p>If you depart from an exempt country and your journey includes a transit stop through a non-exempt country, you will need to self-isolate if you interact with others in that non-exempt country.</p>				
		<p><b>MyWorlds</b> MyWorld COVID update forms were completed by all families for return in August. 1-2-1 meetings were held to support children returning in February. Staff using opportunity to ensure they are providing the best support for each child and their family.</p>	<p>A combination of 1-2-1 phone meetings and Google Forms for all children and key workers resulting in an update to MyWorld booklet.</p>	<p>TL's Key Workers</p>	<p>August</p>	<p>August</p>
		<p><b>Settling In</b> First visits changed to support social distancing guidance, now taking place in the garden area ensuring parent and practitioner have time to discuss important information. Starting Rompers booklet detailing staff photo tree to ensure parents are familiar with staff in their child's room.</p>	<p>First visit an opportunity for key staff to meet parent and build professional relationship to support child.</p>	<p>TL's Key Workers</p>	<p>Ongoing</p>	<p>Ongoing</p>