**COVID-19 Play Station Nursery Risk Assessment**

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | **Action by who?** | **Action by when?** |
| Spread of Covid-19 Coronavirus | * Staff * Parents * Children * Visitors to your premises | **Hand Washing**  Hand washing facilities with soap and hot water in place.  Stringent hand washing taking place.  Paper towels for drying of hands  See hand washing guidance.  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Gel sanitisers in any area where washing facilities not readily available | Employees and children to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  Posters, leaflets, and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  <https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf>  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. | Manager | May  2020 |
| **Uniform**  Staff will wear uniform T-shirt and own bottoms. When staff get home, they are to remove their uniform, and wash on the highest temperature permitted for that type of fabric. Staff are also to shower as soon as they get home. These steps are to be taken daily to minimise the chance of cross infection. This is essential after every shift |  |
| **Nursery open to children of critical workers**  From the **04.05.20** the Nursery will provide essential care for the children of Key Workers only. Children will be dropped off and collected at the front door of the Nursery. Handover will be kept to a minimum.  The majority of the staff team will remain furloughed to a later date and this will be reviewed weekly as per Government guidance.  Non-essential visitors will not be permitted access to the Nursery during the pandemic. Any visits will be re-scheduled until a later date.  **Nursery open to all children and full hours**  Children will continue to be dropped off and picked up at the door. Hand washing station is available for all children to use before entering the building and leaving. Most staff are back to full hours with only 1 reaming on part time furlough.  NHS Track and trace is set up, any visitors or parents that require to enter the building will need to sign in using their NHS app.  Any visitors that need to enter the premises will be required to wear a mask unless alternative safeguarding is put into place. (Temperature checks and a disclosure form) |  |
| **Cleaning**  Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toys and resources using appropriate cleaning products and methods.  Edit:  We have also purchased a fogging machine for larger areas to be sterilised.  Carpets have been cleaned. |  |
|  |  | **Social Distancing**  Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency where possible.  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  Ensuring sufficient rest breaks for staff.  Staff are unable to socially distance form the children and will not be expected to wear PPE. Staff are encouraged to wash their hands more frequently and keep a safe distance wherever the can. Parents have all been informed that we are not able to socially distance from the children at all, | Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to wherever possible. |  |  |
|  |  | **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job (for example, nappy changing), an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. | Staff to be reminded that wearing of gloves is not a substitute for good hand washing. |  |  |
|  |  | **Symptoms of Covid-19**  If anyone becomes unwell with a new, continuous cough or a high temperature or loss of taste or smell in Nursery they must be sent home and advised to follow the [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection).  If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.  If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people  Line managers will maintain regular contact with staff members/parent of child during this time.  **Tools for use in childcare and educational settings**  There is a dedicated helpline number for education and children’s social care related queries for anyone working in early years through to universities, plus parents. Telephone Number: 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday) | Anyone displaying a temperature of 37.8 degrees and a above and/or new, persistent cough will be denied entry to Nursery and medical advice must be sought.  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  In the event of a child or staff member receiving a positive result  Engage with the NHS Test and Trace process.  Manage confirmed cases of coronavirus (COVID-19) amongst the setting community.  Contain any outbreak by following local health protection team advice. 0800 046 8687  Notify Ofsted |  |  |
|  |  | **Masks**  Masks are available throughout the nursery and can be worn for as much of the day as they want. Masks **MUST** be worn when answering the door and speaking to visitors and parents.  Parents are asked to wear a mask unless exempt. Parents are asked to socially distance from other parents while waiting for their child. | Masks are available on the porch for any visitors and parents that require them. Masks are also available around the nursey so that staff can immediately access them should they need to isolate themselves or with a child. |  | 30/10/20 |
|  |  | **Visitors**  Visitors will not be permitted into the building unless essential, previously arranged and risk assessed. Visits for potential new families will be only delivered when the required rooms are not being used. Times for visits will be set between 4.30 and 5.30.  prearranged visits from professional or interviewees will be asked to take a LFT either at home or outside the premises (provided by us) before entering the site. | LFT available on site |  | 30/10/20  31/01/21 |
|  |  | **Lateral flow tests**  Staff will attend weekly LFT centre and provide management with the result.  EDIT:  LFT are now available for home testing. Staff will continue with twice weekly testing; they will report the results to Nursery Management and on the Government Coronavirus website. |  |  | 31/01/21  16/03/21 |
|  |  | **Vaccine roll out**  Most staff have had their first vaccine and have their 2nd booked  Most staff have now had their 2nd vaccine  Staff have started to book their booster vaccines |  |  | 16/03/21  June 2021  November 2021 |
|  |  | Masks  New guidance on mask wearing, visitors, staff and parents should wear masks while on the premises and during hand overs |  |  | November 2021 |
|  |  | **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress) | Regular communication of mental health information and open-door policy for those who need additional support. |  |  |