



# AI Emaan Nursery Risk Assessment



## Staff and children returning to AI Emaan Nursery

### Key:

1. Minor Injury = Abrasions, bruising, minor burns (reddening of the skin).
2. Significant Injury = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries. of underlying conditions i.e. asthma, epilepsy, bronchitis, diabetes, hyper/hypothermia. Acute representations
3. Serious Injury = Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness.
4. Major Injury = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness.
5. Major Incident/Fatality = Single or multiple fatality or large numbers of injuries in cat 3-4.

Severity		Likelihood	
1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Highly Possible
4	Major Injury	4	Probable
5	Major Incident/Fatality	5	Certainty

Severity x Likelihood = Risk						
	1	2	3	4	5	
1	1	2	3	4	5	
2	2	4	6	8	10	
3	3	6	9	12	15	
4	4	8	12	16	20	
5	5	10	15	20	25	

Acceptable Risk	Risk Acceptable with Adequate Control Measures	Unacceptable Risk

Hazard	Who is at Risk	Risk Rating (no control measures)			Control Measures	Risk Rating (with control measures)			Additional Controls
		S	L	R		S	L	R	
<p><b>Families will pick up and drop off at the same time increasing the risk of contracting COVID 19</b></p> <ul style="list-style-type: none"> <li>• A number of people dropping off and picking up children accompanied by siblings, increasing the risk of contracting COVID</li> <li>• No knowledge of family's current health or COVID status.</li> <li>• Health and hygiene not maintained</li> <li>• Non-essential travel and social interaction guidelines not followed by staff and families increasing risk of COVID</li> <li>• Families not making us aware of child having had medication</li> <li>• Enough staff in to</li> </ul>	Parents, children and staff	5	2	10	<ul style="list-style-type: none"> <li>• Families to be aware of social distancing when dropping off and picking up, by following social distancing guidance within the nursery.</li> <li>• Only children who are symptom free or have completed the required isolation period attend the setting.</li> <li>• On arrival at the Nursery, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed. If no test has been undertaken, the child and family has to follow the isolation guidelines as issued by the government.</li> <li>• No toys, teddys or blankets (or similar) to be brought in from home.</li> <li>• Children to enter the setting and staff take them to wash hands</li> </ul>	5	1	5	

ensure children can adapt easier to routine changes during drop off and collection

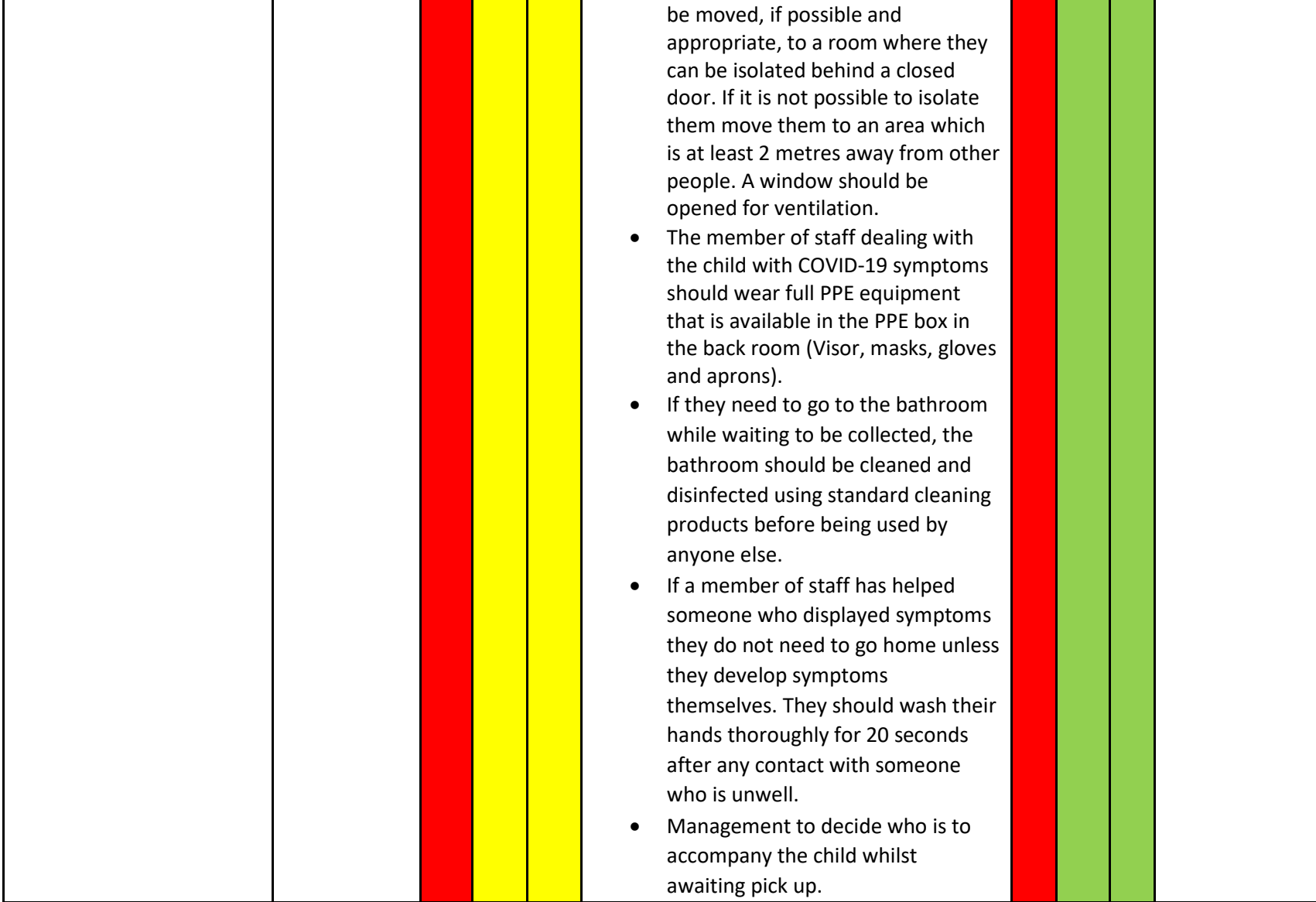
thoroughly on arrival at the setting, and before eating.

- Encourage children to avoid touching their face, eyes, nose and mouth.
- All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.
- Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting.
- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Parents advised to limit drop off and pick up to 1 adult per family
- Consider allowing parents to enter the Nursery for the purpose of settling In sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members.
- Sanitiser available at entrance.
- Notices around the building advising good hygiene practice
- Ensuring an allocated member of

					<p>staff is available to support children and families at drop off and collection times.</p> <ul style="list-style-type: none"> <li>All cleaning and infection control protocols to be followed</li> </ul>				
<p><b>Contracting COVID due to the grouping of children within the setting</b></p> <p>Staff mixing with different staff and groups of children leading to cross contamination.</p>	<p>Staff and children</p>	5	2	10	<ul style="list-style-type: none"> <li>Children of the setting are considered one bubble as the numbers of one 'bubble' is not capped to 15 any longer.</li> </ul>	5	1	5	

<p><b>Risk of contracting COVID due to play and learning arrangements which do not allow social distancing. Children attending more than one setting</b></p> <ul style="list-style-type: none"> <li>• Social distancing not being maintained</li> <li>• Parents gathering outside</li> <li>• Children not understanding health and hygiene measures</li> <li>• Children’s wellbeing not maintained.</li> </ul>	<p>Children and staff</p>	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> <li>• Implement social distancing where possible using small groups or bubbles</li> <li>• Parents encouraged to drop child of outside the building while a member of staff takes the child in and washes their hands immediately.</li> <li>• Minimise the resources available to those that can be cleaned effectively.</li> <li>• Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> <li>• Be responsive to children’s wellbeing, and their ability to manage the change. Communicate processes effectively with parents to ensure they understand the changes in place.</li> <li>• Selected member of staff available to ensure parents leave the setting promptly if they need to enter the building for settling-in or other urgent reasons.</li> <li>• Adults who enter the building are encouraged to wear the face mask which are available in the corridor.</li> <li>• Staff awareness of children needing more reassurance</li> </ul>	<p>5</p>	<p>1</p>	<p>10</p>
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					<ul style="list-style-type: none"> <li>Follow current guidance on changes to EYFS, relevant to Covid 19 response</li> <li>Families should make arrangements for their child to attend only one setting (if child attends another setting).</li> </ul>			
<b>Toileting and cleaning up of accidents, leading to COVID contamination</b>	Children and staff	5	2	10	<ul style="list-style-type: none"> <li>Children should be supported to do as much for themselves as possible.</li> <li>Staff to clean toilet seat, sink and tap after children's use and own use.</li> <li>Limit number of children using sinks and toilets at the same time.</li> <li>Children should not attend if unwell.</li> <li>If an accident happens whilst it is dealt with no one else should use the bathroom. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom</li> <li>Toys cleaned disinfected or 'quarantined' before re-use.</li> </ul>	5	1	10
<b>Child displays symptoms of COVID leading to possible further infections</b>	Staff and children	5	2	10	<ul style="list-style-type: none"> <li>Continuous cough or a high temperature, they should be sent home to isolate per the guidelines.</li> <li>A child awaiting collection should</li> </ul>	5	1	5



be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.

- The member of staff dealing with the child with COVID-19 symptoms should wear full PPE equipment that is available in the PPE box in the back room (Visor, masks, gloves and aprons).
- If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a member of staff has helped someone who displayed symptoms 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.
- Management to decide who is to accompany the child whilst awaiting pick up.

					<p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p> <p>REMEMBER CHILDREN DO NOT GET INFECTION OR SPREAD COVID THE SAME WAY AS ADULTS DO.</p>			
<p><b>Staff spreading COVID whilst attending the nursery</b></p>	<p>Staff and children</p>	5	3	15	<ul style="list-style-type: none"> <li>• Staff should only attend the Nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Risk assessing with <b>regular health questionnaires</b> for returning staff.</li> <li>• All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.</li> <li>• Staff lunches may need to be staggered, and rest areas changed to ensure social distancing measures can be met.</li> <li>• Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.</li> <li>• Staff to be vigilant on health and</li> </ul>	5	2	10



					<p>stay away if unwell.</p> <ul style="list-style-type: none"> <li>• Current government guidance to be followed.</li> <li>• If a staff member or child becomes infected by COVID and this infection can be traced to the setting a RIDDOR report should be completed.</li> </ul>			
<b>Visitors to the setting spreading COVID</b>	Staff and Children	5	2	15	<ul style="list-style-type: none"> <li>• Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance).</li> <li>• Where essential visits are required these should be made outside of the usual nursery hours where possible.</li> <li>• Staff meetings, should where possible, be conducted via virtual conferencing such as zoom.</li> </ul>	5	1	10
<b>Travel arrangements by staff and parents leading to increased risk of contamination</b>		5	2	10	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to the nursery using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed</li> </ul>	5	1	5

## **GUIDANCE FOR STAFF**

### **Social distancing**

- Staff members should avoid physical contact with each other including handshakes, hugs etc
- Social distancing must be maintained during breaks.

### **Training**

- All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.

### **Food preparation and lunchtimes**

- Staff and children MUST wash hands after eating
- Children to be served snack by adults at specific snack time. Self-service at any given time is temporarily suspended during this pandemic to avoid spread of the virus.
- Children drink from milk cartons as opposed from cups to avoid spread of the virus.
- Staff and Children MUST wash hands before prep or eating,
- Staff and Children must be responsible for their own rubbish where applicable.

### **Communication and Staff well being**

- Staff and Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. This signed and returned by parents and staff

- Management should ensure that staff have the opportunity to share their concerns, and that all changes are communicated to them.
- Management team to identify those who cannot return to work due to vulnerability
- - staff who are feeling anxious/concerned need to raise issues with management team in timely manner and through appropriate channels
- - referral to Occupational Health as needed to help staff manage anxiety about returning to work

### **Use of PPE to reduce the risk of spread of infection**

- If a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a face mask should be worn by the supervising adult. If a risk assessment 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
- Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.
- The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: - Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way

### **Ensuring adequate cleaning to prevent the spread of COVID**

Onsite cleaning to maintain all cleaning standards and additional duties

- Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.

- Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:
- If the individual tests negative; waste can then be put in with the normal waste
- the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste
- All infection control protocols and guidance should be followed
- COVID-19 Checklist is completed on a daily basis before morning session and afternoon session.