

COVID-19 risk assessment

SETTING NAME: TINY TOTS LTD

AGE RANGE: 3 MONTHS TO 4 YEARS OLD

DATE: From re-opening June 2020

REVIEW DATE: Reviewed 13/1/22

Hazard	Person at risk	Risk to consider	How can the risk be reduced?	H/M/L	Who is responsible?
Awareness of policies & procedures	Staff & Children	Lack of communication	<ul style="list-style-type: none"> • All staff, children, parents, carers, (visitors and volunteers) are aware of all relevant policies and procedures. • All staff have regard to all relevant guidance and legislation. • The staff receive any necessary training that helps minimise the spread of infection, using Citation e-learning. • The nursery keeps up-to-date with advice issued by the government. • Staff are made aware of the nursery's infection control & cleaning procedures. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 	L	Management
Signs, symptoms & ill health	Staff & Children	<p>Poor management of infectious diseases</p> <p>Lack of understanding of signs & symptoms</p> <p>Spread of infection</p>	<ul style="list-style-type: none"> • The nursery is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a child's symptoms to the managers. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected coronavirus. • Staff must contact the nursery as soon as possible if they believe they may have been exposed to coronavirus. • Parents/carers must contact the nursery as soon as possible if they believe they may have been exposed to coronavirus. • Parents are informed via normal communication routes not to bring their children to nursery or on the nursery premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Any child or member of staff who displays signs of being unwell, such as having a cough, fever, change in taste and smell, cold-like 	L	Management

Symptoms			<p>symptoms, fatigue, sore throat, headache and believes they have been exposed to coronavirus, is immediately isolated.</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if child's symptoms worsen. • The parents of unwell children are informed as soon as possible and asked to collect their child immediately. • Where contact with a child's parents cannot be made, appropriate procedures are followed: Unwell children, who are waiting to go home, are kept in an area where they can be at least two metres away from others. • The parents are advised to contact NHS 111. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111. • Staff, children or parents do not return to nursery before the minimum recommended exclusion period (or the 'self-isolation' period) has passed or a test for Covid-19 shows a negative result. <p>The Cardinal Symptoms linked to the Omicron Variant Can Include:</p> <p>A high temperature</p> <p>A new, continuous cough</p> <p>A loss or change to smell or taste</p> <p>Cold-like symptoms</p> <p>Fatigue</p> <p>Sore throat</p> <p>loss of appetite</p> <p>Sickness</p> <p>Any child with any one of the symptoms listed above, should follow Government Guidance and stay away from nursery for 10 days. A negative PCR, if administered correctly, would enable children to return to nursery earlier.</p>		
Confirmed case	Staff and Children	Mitigating the spread of			

		infection	<p>Please note that Lateral Flow Tests are not appropriate for children under 5 years old or for someone that is displaying symptoms.</p> <p>Children that attend the nursery and test positive for COVID 19 should isolate for 10 full days, with the first day being the day after they test positive or the day after they first displayed symptoms (whichever is earlier). The 5 day isolation period is not applicable as LFTs are not recommended to under 5's.</p> <p>In this instance, children will be reimbursed for missed sessions.</p> <p>Ofsted will be informed of any positive cases at the nursery.</p> <p>All parents will be informed by the nursery, if a child or member of staff tests positive for coronavirus. In this instance, the children and staff identified as close contacts of the confirmed case will not need to isolate, if they are under 18 years old or have had their second dose of vaccine more than 14 days previously. Children will be exempt from isolation and can continue to come to nursery unless they develop any of the symptoms listed above. Staff will still attend nursery and follow the Government guidance. All close contacts should be contacted by NHS Test and Trace if your child is deemed as a very close contact.</p>	L M	
Close Contacts	Staff and Children				
Household	Parents, Staff and Children		<p>All parents will be informed by the nursery, if a child or member of staff tests positive for coronavirus. In this instance, the children and staff identified as close contacts of the confirmed case will not need to isolate, if they are under 18 years old or have had their second dose of vaccine more than 14 days previously. Children will be exempt from isolation and can continue to come to nursery unless they develop any of the symptoms listed above. Staff will still attend nursery and follow the Government guidance. All close contacts should be contacted by NHS Test and Trace if your child is deemed as a very close contact.</p>	L	
Lateral Flow Testing	Staff and Children	Incorrect administration of tests.	<p>As a business, we ask that children do not attend nursery if another member of their household has tested positive for COVID-19. Children must be kept away from nursery for 10 full days, with the first day being the day after contact. In this instance, Parents and Carers will be reimbursed for missed sessions.</p> <ul style="list-style-type: none"> • All staff are offered Lateral Flow tests for twice weekly testing. • Tests take place in the staff member's home on a Monday and Wednesday morning before coming to work. • Staff are asked to submit results to the NHS Test and Trace App and email results to the nursery. • All staff have been provided with links to the NHS training showing how the tests should be stored and administered. • Tests are kept securely in the office in sealed boxes. • Staff sign out a test kit as and when required. 	L	
Preparation for nursery	Children & Staff	Not following procedures	<ul style="list-style-type: none"> • Parents and carers MUST wash their children's hands thoroughly at home before arrival at nursery. • All children MUST be sun creamed at home before arrival at nursery, 	L	Management & Parents/Carers

			<p>from March through to October, as the UV is always 3 or above even on days that are cloudy.</p> <p>All items must be clearly labelled with your child's name.</p> <p>Medication</p> <ul style="list-style-type: none"> • Medication forms must be filled out online prior to your child's attendance at nursery. • Parents and carers will be asked on arrival if their child has had Calpol that morning. If the answer is yes, the child's temperature will be monitored throughout their attendance. If Calpol has been signed in, then the child's temperature will be taken prior to administering the medicine. If the child displays a temperature of 37.8 or above the guidance from the South West Health Protection team, linked to Public Health England will be followed. 		
Arrivals & departures	Parents, children & staff	Not following procedures	<p>PARENTS/CARERS</p> <ul style="list-style-type: none"> • Parents/carers MUST have a 'face covering' to hand in case a situation arises whereby socially distancing from staff members has to be compromised. • The child's temperature will be taken shortly after arrival and recorded. Parents and carers will be informed if their child has a temperature above 37.8 and will need collecting. • If any parent enters the main garden via the garden gate, they are now responsible for closing and bolting the gate on entry and departure. From 8am until 9am, the children will remain in their rooms until the gate is padlocked just after 9am. This safety measure will be monitored and reviewed. 	L	Management, staff & parent/carers
Social Distancing		<p>Not following procedures</p> <p>Spread of infection</p>	<p>Bubble Groups</p> <ul style="list-style-type: none"> • Children and staff spend their time in separate cohorts. Exceptions are made to facilitate transition periods for children moving to new rooms or if we have to follow The Relaxing Ratios & Mixing Age Group Risk Assessment. <p>STAFF</p>	L	Management & Staff

			<ul style="list-style-type: none"> The use of communal internal spaces should be restricted as much as possible ie. kitchen area / office. All staff are encouraged to wear a face covering when using communal areas if they feel it necessary. <p>Planning time, where possible can be taken at the beginning or end of a shift or could take place at home.</p>		
Visitors	Parents and Children	Spread of infection	<p>Tiny Tots are limiting visitors into the nursery. Visitors are permitted for the following reasons:</p> <p>To attend an initial settling in session for their child. These visits take place at quiet times of the day and within the outdoor area.</p> <p>To look around the nursery with the view to their child attending the nursery in the future. These visits take place at quiet times of the day and within the outdoor area, weather permitting.</p> <p>Professionals visiting the nursery to support the development of children with special educational needs.</p> <p>All visitors are expected to wear a face covering unless exempt from doing so, to sanitise their hands before and after entering the building and to adhere to social distancing requirements. Contact details for track and trace must be given.</p>	L	Management
Ventilation	Staff and Children	Spread of infection	<p>CO2 monitors are placed at various locations throughout the nursery and moved regularly to measure the CO2 levels throughout the building. Staff monitor the devices to ensure levels remain at green (good). If the devices read yellow (normal) or red (poor), doors and windows are opened to ensure increased ventilation where needed.</p>	L	Management & Staff
Hand Washing	Staff & Children	Spread of infection	<ul style="list-style-type: none"> Posters are displayed throughout the nursery reminding children, staff and (visitors) to wash their hands, e.g. before entering and leaving the nursery. Children, staff and (visitors) are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and Government guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Children are supervised by staff when washing their hands to ensure it is done correctly. 	L	Management & Staff

			<p>A clean set of uniform/clothes MUST be worn each day.</p> <ul style="list-style-type: none"> • Staff MUST shower and wash their hair at the end of each day. 		
Shared Settings	Staff, children	Spread of Infection Effective Track & Trace	<p><i>The number of settings a child attends should be minimised, as far as is possible, although it is recognised that there may be situations where a child needs to attend more than one setting. For example, children attending a childminder before their nursery opens so that their parent or carer may go to work or to attend two settings part time. Children should be able to continue attending both settings.</i></p> <p><i>Where a child routinely attends more than one setting on a part time basis, you should encourage parents and carers to work through the system of controls with the other setting to address any risks identified to deliver appropriate care for the child.</i></p> <p>In light of current Government Guidance, Tiny Tots will allow children to attend more than one setting if we are in receipt of the following information:</p> <p>Name of setting</p> <p>Contact name:</p> <p>Contact number:</p> <p>Attendance days:</p> <p>Copy of the setting's COVID 19 Risk Assessment.</p> <p>The same information should be given to the child's other setting for the purposes of Track and Trace.</p> <p>We expect parents to sign post the setting to our COVID 19 Risk Assessment which can be found on our website www.tinytotsltd.com</p>	L	Management, Staff & Parents

Your H/M/L Judgement: After you have identified the risk and taken action to minimise the risk then make the judgement. If it is still High or Medium then the action you are taking to counteract the risk needs to be reviewed further.