

**Coronavirus (COVID-19) Risk assessment: Updated and Amended****Establishment: Bushfield Infant School Nursery****Date: Updated January 2021**

<b>Focus</b>	<b>Area of consideration</b>	<b>Recommendation</b>
Children	Drop off and Pick up time.	<ul style="list-style-type: none"><li>• Nursery Children to be dropped off between 9.00am and 9.15am</li><li>• Nursery Children to be picked up between 3.00pm and 3.15pm.</li><li>• Nursery children to only be picked up and dropped off from the Nursery entrance.</li><li>• Only one parent or adult to accompany each child at drop off and pick up time.</li><li>• Parents to wear a face covering whilst on the school premises.</li><li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li><li>• Parents are to follow the one way system in and out of the nursery gate, marked with paint on the floor and a barrier. Cones to be used to keep parents from coming too close to the Nursery door.</li><li>• Parents to socially distance themselves whilst waiting for doors to be opened. Paint markers on the floor to enable parents to keep their distance.</li><li>• One adult to open the Nursery door as soon as children begin to arrive. All staff in Nursery to wear visors as children come into Nursery to help support with close contact, taking off coats and hand washing.</li><li>• Parents are not permitted to enter the school building.</li><li>• Parents to leave the site promptly after dropping off or picking up children.</li><li>• Parents informed about the process that has been agreed for drop off and collection, including that gathering at the school gates and coming onto the school site or entering the school building without an appointment is not permitted.</li><li>• If a child is struggling to leave their parent then a member of Nursery staff to go out to help bring them in. PPE, visor and apron, to be worn if the child is upset and needs physically bringing into school. Member of staff should wash their hands immediately after bringing the child into school.</li><li>• Parents are not to speak face to face with the adult on the door. Any messages to be given through telephone calls or email. Posters visible around school and Posters in message board outside, text messages and letters sent out with reminders.</li></ul>

		<ul style="list-style-type: none"> <li>• Pupils to bring only the essential items to school from home. Lunchboxes, bookbags and bags are permitted. A change of clothes for wet accidents is advisable as is suitable outdoor clothing such as coats, hats, gloves and wellies. No toys or books to be brought from home.</li> <li>• Only children who are symptom free or have completed the required isolation period to attend nursery</li> <li>• Children to wash hands with warm water and soap thoroughly on arrival at the setting.</li> <li>• Encourage children to avoid touching their face, eyes, nose and mouth.</li> <li>• 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.</li> <li>• Parents not following social distancing guidelines will be asked to leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the Head teacher will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them.</li> </ul>
Children	Maintaining social distancing/ minimising contact between individuals	<ul style="list-style-type: none"> <li>• Children in Nursery will be able to attend on the days they have requested throughout the week.</li> <li>• Children and Nursery staff will make the Nursery Bubble with a maximum of 30 pupils in Nursery at one time. No more than 30 children should be in nursery at any one time.</li> <li>• Nursery children to remain in Nursery throughout the day. Lunch will be eaten in the classroom supervised by nursery staff.</li> <li>• Nursery Staff will collect their own class 'Grab bags' from the hall.</li> <li>• Nursery staff will wear an apron, gloves and visor whilst supervising at lunchtime.</li> <li>• The outside area should be used as much as possible to enable social distancing.</li> <li>• The inside of Nursery should be well ventilated, doors and windows open.</li> <li>• Children should spend limited time sat all together - register, snack, small group activities and story. Children should be encouraged to sit at a distance from one another. Furniture to be moved to create more space on the carpet. At the start of the week when there are more children they are divided into two smaller groups for snack, story and singing sessions.</li> <li>• Tables and chairs in Nursery to be arranged to enable pupils to social distance themselves whilst sitting at the tables. Face to face contact to be discouraged by the arrangement of the chairs.</li> <li>• Nursery pupils to not enter main school for any reason.</li> <li>• No whole school events such as concert, fun day or sports day. No whole school assemblies.</li> <li>• Nursery pupils will not join main school on the playground for break times.</li> </ul>

Children	Curriculum; Playing and learning, behaviour and wellbeing	<ul style="list-style-type: none"> <li>• Implement social distancing where possible:             <ol style="list-style-type: none"> <li>1. Small groups of children in nursery.</li> <li>2. Children to have limited time as a whole group during the day.</li> </ol> </li> <li>• Minimise the resources available to those that can be cleaned effectively.</li> <li>• Remove soft toys and furnishings. No dressing up or baby clothes.</li> <li>• Limit wooden toys as they can't be cleaned effectively.</li> <li>• Books and puzzles to be changed daily and left for a week before putting them out again.</li> <li>• No role play using plastic food, plates, cups or cutlery to discourage resources from being put into mouths</li> <li>• Ensure no enclosed areas - tunnels, tents, dens, enclosed role play area etc.</li> <li>• No playdough, sand, water or play in the mud kitchen.</li> <li>• Encourage play outdoors as much as possible throughout the day.</li> <li>• Limit adult focused and small group activities. If an adult is working with a child on an activity then they should position themselves alongside the child rather than face to face. Visors must be worn for close contact work with an individual child or small group of children.</li> <li>• Adult to try to maintain social distancing when playing with children. Children should be discouraged from sitting on adults knees and hugging them. Adults to wear a visor whilst playing with children inside Nursery.</li> <li>• Ensure children wash hands regularly, throughout the day, as well as after using the toilet, before eating, after coughing or sneezing and after playing outside.</li> <li>• Pupils and teachers can take books and other resources home, although unnecessary sharing should be avoided.</li> <li>• Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing for 20 seconds with soap and water and by sneezing into a tissue before disposing into a bin.</li> <li>• Consider how to encourage young children to learn and practise these habits</li> <li>• Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>• Pupils who are reluctant or anxious about returning or who are at risk of disengagement will be identified and plans for re-engaging them will be developed.</li> </ul>
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<p>Curriculum; Playing and learning, behaviour and wellbeing</p>	<ul style="list-style-type: none"> <li>• Nursery staff should focus on the prime areas of learning, including communication and language, personal, social and emotional development (PSED) and physical development. Teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Consider how all groups of children can be given equal opportunities for outdoor learning.</li> <li>• Staff to focus on establishing relationships with new children and developing their PSED skills within the setting as well as becoming aware of the nursery's rules, routines and boundaries. Teacher to plan for intervention strategies to address gaps in learning.</li> <li>• The school has made plans for specialist teaching staff providing 1:1 support (e.g. Speech and Language Therapy / EMTAS) as follows: <ul style="list-style-type: none"> <li>• Staff will sign in with their details to enable test and trace if required</li> <li>• Staff wash hands before and after working with a pupil</li> <li>• A space will be identified for the intervention to take place and set up to enable distancing</li> <li>• Visiting staff implementing interventions will wear a face covering or visor.</li> <li>• Equipment is set up in the space prior to the start of the session</li> <li>• Child is collected from and returned to the classroom door</li> <li>• After the child has returned to class, all surfaces and equipment will be thoroughly cleaned</li> </ul> </li> <li>• Individual or groups of children requiring support/intervention can be withdrawn from the same class bubble. A place will be identified and appropriate distancing maintained. All surfaces and equipment will be cleaned thoroughly between groups/individual children. Staff will wash hands before and after working with individual/groups of children.</li> <li>• PPA is scheduled weekly and will be supervised by the Early Years Practitioners within the Nursery bubble.</li> <li>• Play equipment and resources available to be minimalised. Focus on resources that can be cleaned easily and regularly.</li> <li>• Provision will make the most of the outdoor area. Children will need jumper or cardigan and coat every day. Hats, gloves and wellies to be encouraged when the weather becomes colder.</li> <li>• If children borrow nursery hats, gloves or wellies then they should be cleaned or washed before another child wears them.</li> </ul>

Children	Hygiene, toileting, nappy changing and cleaning up of accidents.	<ul style="list-style-type: none"> <li>• Children should be supported to do as much for themselves as possible</li> <li>• All toilets and sinks to be used but the number of children in the toilet area should be limited to 8 at the most at one time.</li> <li>• Markers to be used into nursery for the children to line up on to encourage social distancing.</li> <li>• Children to have nappies and clothes changed in the changing room, not in the toilets.</li> <li>• When changing nappies staff are to wear an apron and one pair of gloves and a visor or face mask. Used nappy, gloves, apron and changer paper are to be bagged and put into the outside bin in nursery.</li> <li>• If an accident happens whilst it is dealt with no one else should use the toilet area.</li> <li>• Once the child has been attended to, then the toilets should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Children should provide their own clothes to change into if they have an accident. If necessary, nursery clothes can be used and these should be washed again when they are returned to school.</li> <li>• If a child needs help with self-care then the adult is to wear an apron, gloves and a mask or visor.</li> <li>• If a child is in the process of toilet training and is currently using a potty at home then they are to be encouraged to use the school toilets. If this is not possible, then a potty in the changing room should be used.</li> <li>• The child should use the same potty each time. The potty should be emptied into a toilet and cleaned thoroughly after use.</li> <li>• Staff to wear apron, gloves and a mask or visor when supporting a child with using a potty and to clean up afterwards.</li> <li>• Children and staff to wash their hands with soap and water for at least 20 seconds across the school day. Time will be built into the school day to facilitate this. <ul style="list-style-type: none"> <li>• After coming into school</li> <li>• After coming in from playing outside</li> <li>• After sneezing or coughing</li> <li>• Before and after handling or eating food</li> <li>• After going to the toilet</li> </ul> </li> </ul>

Children	First Aid and medication	<ul style="list-style-type: none"> <li>• Children should be supported to do as much for themselves as possible.</li> <li>• If an injury needs adult support, then the adult is to wear an apron, gloves and a mask or visor.</li> <li>• First aid should be completed in the change room.</li> <li>• Incidents to be recorded in the first aid file.</li> <li>• Only inhalers to be given at nursery. If a child requires any other regular medication then they are unable to attend the setting.</li> <li>• If a child requires hand cream then staff to provide cream to be self-administered.</li> </ul>
Children and Staff	If a child or member of staff starts displaying symptoms.	<ul style="list-style-type: none"> <li>• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the government guidelines. The child must be sent home and advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>), which sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• Anyone with symptoms or a positive test must isolate for 10 days.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door (Medical room). 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.</li> <li>• If they need to go to the toilet while waiting to be collected, the toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The member of staff supervising them should wear PPE (an apron, mask and gloves).</li> <li>• 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.</li> <li>• Parents to agree to pick children up promptly if they display symptoms whilst in the setting.</li> <li>• Parents to confirm emergency contact details, to ensure we have correct telephone numbers.</li> <li>• 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).</li> <li>• Ensure that staff and parents understand that they must engage with the NHS Test and Trace process (<a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>)</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked</li> </ul>

		<p>on line through the NHS testing and tracing for coronavirus website (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus</a>), or ordered by telephone via NHS 119.</p> <ul style="list-style-type: none"> <li>• The school will take swift action and report any positive tests to the local authority and the local health protection team. The health protection team will then work with the school to provide guidance on the actions we need to take.</li> <li>• If the school has two or more confirmed cases within 14 days or there is a rise in sickness absence where COVID-19 is suspected, the school will consult with the local director of public health.</li> </ul>
Staff	Attendance	<ul style="list-style-type: none"> <li>• Following the reduction and prevalence of COVID-19 and the relaxation of shielding measures, we expect that most staff will attend school.</li> <li>• Staff should only attend school if they are symptom free, have completed the required isolation period or achieved a negative test result.</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>• All staff 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>• All staff to receive a copy of policy and risk assessment documents before return. A copy will be retained and signed by all staff to say that they have received and read a copy of the updated risk assessment (January 2021).</li> <li>• Testing is available to all key workers and their households.</li> <li>• Current government guidance to be followed.</li> </ul>
Staff	Wellbeing	<ul style="list-style-type: none"> <li>• Staff to wear clean clothes in Nursery every day.</li> <li>• Staff to be focused on supporting children's learning and ensuring social distancing as much as possible.</li> <li>• Staff to support cleaning procedures during the day within Nursery as much as possible.</li> <li>• Staff to limit their Socialisation and interaction with other staff members and ensure social distancing guidance is followed. Nursery staff to limit contact with other adults and children within the school.</li> <li>• Nursery staff to take breaks in Nursery staff room and with the same members of staff.</li> <li>• No more than two staff to sit in the Nursery staff room or Nursery office at one time.</li> <li>• Nursery staff to use the disabled toilet near Nursery which should be wiped, flush and seat, with a disinfectant wipe after use.</li> <li>• Staff to ensure social distancing is maintained from parents at pick up and drop off times.</li> </ul>

Staff	Lunch time and Snack time.	<ul style="list-style-type: none"> <li>• School kitchens will comply with the guidance for food businesses on COVID-19.</li> <li>• Lunchtime supervisors will wear disposable aprons and gloves which will be double bagged and disposed of at the end of lunchtime.</li> <li>• Staggered break and lunch times for each class bubble.</li> <li>• Nursery children to eat lunch at tables in the classroom. Pupils to sit alongside each other, not facing each other. Children to be supervised by Nursery staff.</li> <li>• Staff to wear visors, aprons and gloves to supervise lunchtimes.</li> <li>• Tables to be cleaned before and after lunch.</li> <li>• Staff and Children MUST wash hands before prep or eating,</li> <li>• Staff and children MUST wash hands after eating.</li> <li>• Adults to handle eaten food as little as possible.</li> <li>• Children and adults to be responsible for their own food rubbish.</li> <li>• Children to either bring their own packed lunch in a labelled lunch box or have a Grab bag lunch provided by the school.</li> <li>• Parents encouraged to clean their child's lunchbox every night. Children to take all their rubbish home with them where possible.</li> <li>• Staff to encourage children to clean their own face after eating.</li> <li>• Tables to be cleaned after lunch and floors swept.</li> <li>• Adult to wash cups and plates, if used, using hot soapy water.</li> <li>• At snack time, children encouraged to social distance on the carpet.</li> <li>• Children to open their own milk and snack where possible. No child helper to be chosen to give out snack.</li> <li>• Staff to wear gloves and a visor to give out drinks and fruit.</li> <li>• Children to dispose of their own rubbish in the bin.</li> </ul>
Staff	Physical distancing	<ul style="list-style-type: none"> <li>• Only Nursery staff to be in Nursery and Nursery staff room and office.</li> <li>• Social distancing must be maintained during breaks. Only two members of staff in the staff room at once.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing.</li> </ul>
Staff and Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Parents are asked to wear a face covering whilst on school property.</li> </ul>

		<ul style="list-style-type: none"> <li>• Nursery staff on the Nursery door at drop off and pick up times to wear visors.</li> <li>• Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the Nursery boundaries whilst maintaining social distancing guidelines.</li> <li>• Parents not following social distancing guidelines will be asked to leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the Head teacher will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them.</li> <li>• Any messages parents have are to be given over the phone or via e-mail or can be written in the home/school diary. No parents to enter the Nursery for any reason.</li> <li>• Events such as singing performances, Sports day, Fun days, Parent open sessions to be cancelled.</li> </ul>
Staff and children	Visitors	<ul style="list-style-type: none"> <li>• Attendance to the setting should be restricted to children and staff as far as practically possible</li> <li>• 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>• All visitors to wear a face covering whilst inside Nursery.</li> </ul>
	PPE (See also specific risk assessment for Nursery staff on the final 2 pages)	<ul style="list-style-type: none"> <li>• Wearing a face covering or face mask in the classroom is not obligatory, however staff can choose to wear face coverings and/or visors if they wish. This will be supported by the head teacher and Governing body.</li> <li>• Wearing a face covering in shared/communal areas is required, for example in the corridors, the hall, whilst supervising toilets and any other movement around the school beyond the classroom.</li> <li>• Office staff are not required to wear face coverings whilst working in the office, but should wear them when moving around school.</li> <li>• Cleaning staff will not be required to wear face coverings.</li> <li>• Children are not required to wear face coverings in school.</li> <li>• Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>• 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: <ul style="list-style-type: none"> <li>➢ 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</li> <li>➢ If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their</li> </ul> </li> </ul>

		<p>setting 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 fluid-resistant surgical 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.</p> <ul style="list-style-type: none"> <li>• Nursery staff will need to wear PPE (mask, gloves and apron) when: <ul style="list-style-type: none"> <li>➢ Changing nappies,</li> <li>➢ Helping with self-care,</li> <li>➢ Administering first aid,</li> <li>➢ If a child becomes ill.</li> <li>➢ If a child needs support coming into Nursery and is upset.</li> </ul> </li> <li>• Nursery staff to wear a visor when working closely with individual children on adult led tasks, small group work and when playing closely inside Nursery.</li> </ul>
Staff	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Clean AND disinfect frequently touched surfaces throughout the day.</li> <li>• This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>• Gloves should be worn for cleaning.</li> <li>• Play equipment to be sprayed with diluted Milton at the end of every session, including outside resources.</li> <li>• Limit the number of resources available to the children to enable resources to be cleaned thoroughly at the end of the day.</li> <li>• Pencils and crayons to be cleaned at the end of the day.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>• Tables and chairs to be cleaned at lunchtime as well as the end of the day.</li> <li>• Soft toys and furnishings to be removed from the setting where possible.</li> <li>• Clean painting aprons to be used weekly and washed regularly in school.</li> <li>• Surfaces of the Nursery to remain clutter free to enable cleaning to be completed successfully.</li> <li>• Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> </ul>

		<ul style="list-style-type: none"> <li>• Children's toilets to be cleaned after snack and at lunchtime as well as at the end of the day. Sinks, toilets, doors to be cleaned as well as the toilet floor mopped.</li> <li>• Changing room to be cleaned at lunchtime including floor and sink. Change table, stairs and handles to be disinfected after each use.</li> <li>• Staff toilet's sink and door handles to be cleaned at lunchtime. Toilet to be cleaned using wipes after each use. Toilet to be deep cleaned at the end of the day by the Cleaner.</li> <li>• Thorough cleaning of the Nursery at the end of the day.</li> </ul>
PPE	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>• 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:             <ol style="list-style-type: none"> <li>1) the individual tests negative; waste can then be put in with the normal waste</li> <li>2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ol> </li> </ul>

## Nursery Risk Assessment Checklist

### **All Nursery staff to wear a visor at the following times:**

- At the start of the day when children are coming into Nursery and washing hands.
- At the end of the day when helping with coats and seeing the children out of Nursery.
- During register and snack time if you are sat on the carpet with the children.
- When leading small group work or reading a story.
- When working one to one with a child on an adult led task.
- When leaving Nursery to enter main school, including going to the photocopier, office or collecting dinners from the hall.
- Anytime you are in very close contact with the children inside, such as when playing on the carpet with them.
- When speaking face to face with a parent.

### **Full PPE to be worn including apron, visor and gloves at the following times:**

- When changing nappies
- When changing children's clothes when they have had an accident
- When supervising children at lunch time

### **Gloves and a visor must be worn at the following times:**

- When carrying out first aid

- When helping with self-care in the toilet.

**Social Distancing:**

- Make sure you distance from children as much as possible during free play.
- Children should not sit on your knee or hug you or each other.
- Ensure social distancing is maintained from other staff members.
- Staff breaks to be taken with the same adult everyday
- No more than two adults in the office or staff room at any one time.
- Ensure social distancing is maintained from parents.
- Ensure social distancing is maintained from other adults in school who are not in your bubble.

**All staff to make sure they regularly wash their hands throughout the day.**