

COVID-19 Risk Assessment

Area of Consideration	Operational Procedures
<p style="text-align: center;">Social Distancing/ Grouping & Routines</p>	<p>'FountNursery Bubble' - children will be grouped in a 'bubble'/small group during the day of no more than their age range ratio (as stipulated by the EYFS) E.G., 3-5's = 8, 2-3's = 4, 0-2's = 3. Children will be allocated a key worker for the whole day and they will be with the same children all day. The keyworker will have a buddy.</p> <p>Babies/Walkers & Crawlers - Three children to a bubble Toddlers - Four children to a bubble Pre-School - Eight children to a bubble</p> <ul style="list-style-type: none"> • Groups of children will not mix with one another during the school day, they will enjoy time in their 'bubbles' inside and outside. • For break times, their 'bubble' will remain together, with social distancing being overseen by the staff, as best we can, without it upsetting the child's well-being. • As far as possible, the same staff member will be responsible for looking after each bubble of children while in nursery. • Children will enjoy 'zoned areas within their bubbles' which will be appropriately spaced. • ALL soft furnishings and other items (carpets, soft toys, dress up clothes etc) that are hard to clean and easily carry germs have been removed from the nursery, with exception to the baby room where the carpets will remain for the babies but will be sterilised daily with a domestic carpet cleaning machine • Movement around the courtyard and within the nursery setting will be monitored with their key person, and children will remain in their 'bubbles' as best they can, so long as the wellbeing of children is cared for, so they are not affected. • Visitors and parents are not allowed into the nursery for the time being. • Where essential visits are necessary, i.e. domestic waste collections/environmental health visits/ etc, these visits will be made outside of our usual operating hours. • Sleeping arrangements will be met within their 'bubble' group. • The use of our communal areas inside the nursery will be restricted.

COVID-19 Risk Assessment

<p style="text-align: center;">Wellbeing and Education</p>	<ul style="list-style-type: none"> • Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. • Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 • Staff will be aware of children’s attachments and their need for emotional support at this time. • Children will be comforted if they are upset. • We will consider ‘friendship’ groups when allocating children to bubbles. • Children in the same ‘bubbles’ will socialise and play together. • The staff will continue to plan for the children’s individual needs. • We can support children to ‘catch it, bin it, kill it’. • We will continue to support children with regular hand washing. • We will teach children about social distancing. • Re-settling children, in circumstances where a child is distressed staff will support the parent and the child to re settle (following social distancing measures). • Children will be comforted if they are upset. • Support for parents will continue. • Staff will prepare and focus on their pre-school children to help them transition to school.
<p style="text-align: center;">Children/Parent Arrival</p>	<ul style="list-style-type: none"> • There will be a queueing system outside, with tape, used for guidance. • One family at a time to enter the nursery via the new allocated entrance (formally known as the old bin area at the front of the nursery) where they will be greeted by the Nursery Manager, Chanique. The child will then be handed over to a member of staff who will then bring the child into the nursery for breakfast. • There will be as many members of staff in the courtyard ready to receive the children upon arrival. • There will be barrier tape across the front area where parents will be instructed not to cross. • Parents will come through the gate, drop their pram, if they do not have a pram then they hand over and leave through the front gates, allowing the next parent to enter. • There will be an entrance and an exit for am and pm drop off and collection. • Staff will instruct and support children to wash their hands at the entrance - in the new sink installed with soap • Staff will wear gloves whilst removing the children’s coats/belongings. • Children will not touch their clothes once hands are washed • Staff will lead the children through to the breakfast area. • Morning hand over must be brief.

COVID-19 Risk Assessment



	<ul style="list-style-type: none"> • Staff must ask if children have been given Calpol prior to being dropped off at the nursery. • Temperature of the child must be taken and registered on paper, signed by parent and then monitored throughout the day. • Once all children are in – two members of staff will put gloves on and move the prams to the rear buggy park – to be brought out again to the front of the site at pick up time which will be from 4:30pm onwards. • Parents can pick up their own pram from the front of the site at pick up.
<p style="text-align: center;">Staff Arrival Social Distancing Travel Attendance</p>	<ul style="list-style-type: none"> • It is optional for staff to wear masks and gloves on their way to work to prevent contact. • They will wash their hands on entering the site at the front of the space. • They will wipe their phones with antiseptic spray/towel and put it in a sealable plastic bag – to be in a secure box which is provided. • They must turn their coat/sweater inside out and wrap it around their handbag. • They will leave their belongings inside Arch 358 and not to be taken into the main nursery staff room which will be closed. • Their temperature will be taken on arrival and recorded and monitored throughout the day. • There will be two ‘wardens’ allocated to direct staff and support/supervise/direct them with the new Covid-19 itinerary. • Staff will be allocated their zone and make sure it is ready for their children. • Staff are advised to bring pack lunches – as staff are not allowed to leave the site during the day. • Staff room will support social distancing measures. • Staff will avoid physical contact with each other. • No Deliveroo/uber eats for food are allowed during the day. • Wherever possible staff will travel to work on their own. • If they use public transport, they will follow government guidance. • Lunch breaks will be staggered from 11am to 2pm, social distancing at all times. Space will be provided for this both inside the nursery and outside. • All staff will work Monday through Thursday an 8-6pm shift with a one hour lunch break and a 4 hour shift on a Friday (9am -1 pm or 1pm – 5pm)

COVID-19 Risk Assessment

<p>Training</p>	<ul style="list-style-type: none"> All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
<p>Health & Hygiene</p>	<ul style="list-style-type: none"> All areas of the nursery in use will be deep cleaned prior to our children returning. All areas of the nursery in use will be cleaned every evening, continuously wiped during each day of use and additional cleaning will take place of door handles, hard surfaces and toilets. On arrival, we will be temperature testing each member of staff and child. If the temperature reading is above 37.9, and the child or staff member has any of these other symptoms; <ul style="list-style-type: none"> - A new continuous cough - A loss or change in normal sense of taste or smell then unfortunately, they will be turned away from the nursery. Children and staff will be required to wash their hands on entering the nursery, and frequently throughout the school day. Additional sinks have been installed in our courtyard so upon arriving all children and staff will be required to wash their hands. Additional washing stations and sanitisers will be provided both inside and outside. The 'Manager' or 'Directors' will decide should a child become ill or develop covid-19 symptoms during the course of the day if he or she goes home, and the child's parents will be contacted for immediate collection. Should there be a concern about a case of COVID-19 in the nursery, we will follow our protocol for handling this case, and will communicate details to parents about what action has/or will be taken.
<p>PPE</p>	<ul style="list-style-type: none"> Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission, however, aprons and gloves will continue to be worn as normal for nappy changing, food hygiene and the administration of first aid. Staff have the option to wear gloves or masks during the day. Masks will be provided if staff wish to use them. Government guidance is clear that face masks are not required in early years settings. We will, however, endeavour to keep a limited stock of face masks on site. If a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the member of staff. If there is a risk assessment of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn. Staff working at nursery will be mindful of not invoking fear in children by wearing masks when not necessary or recommended.

COVID-19 Risk Assessment

<p>RIDDOR</p>	<ul style="list-style-type: none"> • The nursery will make a report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) when an unintended incident at work has led to someone’s possible or actual exposure to COVID-19. This must be reported as a dangerous occurrence. • The nursery will make a report under RIDDOR when a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
<p>Resources</p>	<ul style="list-style-type: none"> • Children will not be permitted to bring personal items from home into the setting unless essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival. • All resources required for play and learning experiences of children will be regularly washed and/or sterilised. • Rugs have been removed from the premises. • Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned daily. • Malleable resources such as playdough will be freshly made daily. • Soft resources and furnishings will be removed, including any toys that are tricky to disinfect
<p>Responding to a suspected case.</p>	<ul style="list-style-type: none"> • Where a child or staff member develops symptoms, they will be sent home and advised to self-isolate for 7 days. Their fellow house members should self-isolate for 14 days. • Whilst waiting for the child to be collected, the child will be isolated from others in a previously identified room or area. • If possible, a window will be opened for ventilation. In this situation, the staff member supervising the child is required to wear a face mask. • If possible, the area will not be used for 72 hours after the child has been collected. • The area will be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours. • The person responsible for cleaning the area will wear appropriate PPE. • In the event a staff member develops suspected coronavirus symptoms whilst at work, they will be sent home immediately and must isolate at home in line with the NHS guidance. • The nursery will call the local HPT (details found in the Referrals Guidance) to discuss any further required action.

COVID-19 Risk Assessment

<p>Dealing with a confirmed COVID-19 Case</p>	<ul style="list-style-type: none"> • Where a child or staff member tests positive, the rest of the children in the 'bubble' that they have been in contact with will be sent home and advised to self-isolate for 7 days. This will include the staff working within that bubble. • On return to the Nursery following the illness, the outlined attendance checks will resume.
<p>Fees</p>	<ul style="list-style-type: none"> • The current fee structure will remain in place and parents will be charged for the days their children attend nursery or agreed initially during this period. Parents may wish to reduce days during this period and if so, they MUST advise the manager ASAP so their fees are reflected for June and going forward. • As we will be closing the nursery at 5:30pm daily for COVID-19 cleaning we will be offering all parents the following to compensate for that 30 mins. • Children attending 2/3 days a week will be offered a HALF day of their choice in the month for their child to attend nursery (8am to 2pm or 12pm - 6pm) • Children attending 4 days a week will be offered a FULL day of their choice to attend nursery in the month. • Children attending 5 days a week will have those hours reflected in their fees. • Children attending nursery on Fridays will have an extra 'half' day a month of their choice to attend nursery and those attending FRIDAYS due to being a full time child will have their fees adjusted accordingly to reflect 4 hours a month reduction.
<p>NEW opening hours due to COVID-19</p>	<ul style="list-style-type: none"> • Monday to Thursday 8am - 5:30pm • Fridays 9am - 5pm (see the 'Fees' section)
<p>Guidance Links</p>	<p>Opening Schools and Education settings to more pupils from 1 June: guidance for parents and carers</p> <p>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</p> <p>Safe working in education, childcare and children's social Care</p>