

Coronavirus (COVID-19) Risk assessment		
Establishment: Beeches Day Nursery	Assessment by: Melissa Penn	Date: May 2020
Review Date: September 2020	<p>Red – high risk</p> <p>Yellow – medium risk</p> <p>Green - little or no risk</p>	<p>Draft 22/5/2020</p> <p>Updated – 04/06/2020</p> <p>Updated – 10/7/2020</p> <p>Updated – 14.9.2020</p>

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> A poster/sign will need to be put on the gate to show parents where to stand. Parents to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times. Parents to drop off and pick up the children at the silver gate at the front of the building on the carpark. Parents are to adhere to social distancing at all times Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible Staff may wear Perspex face visors when allowing the children to come into nursery through the gate and on departure. This will be down to staff's personal choice A member of staff will greet parents at the gate to welcome children and take the register. For funded children, admittance to nursery - 2-3's: 9am – 12pm/1-4pm. Pre-school: 8.30am – 11.30am/12.30 – 3.30pm. No children will be admitted after these times. If staff have to keep going out to the gate it undermines our safeguarding policy 	<ul style="list-style-type: none"> PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING. Families will not stick to staggered times or use good time management Families will not stick to social distancing Families will not be truthful about household health Children will want toys/teddies/blankets from home, raising risk of contamination Only 1 adult per family to drop off/collect, limit siblings that come with them where possible. Staff will not challenge families about health Hands will not be washed thoroughly Children will touch face, hands, mouth Non-essential travel and social interaction guidelines not followed by staff and families Families not telling us children have had medication Enough staff in to ensure children can adapt easier to routine changes

- Parents of children who do different sessions, such as a full day, will also be asked to bring their children in before these times, but will be given allocated time slots
- Only children who are symptom free or have completed the required isolation period are to attend the setting
- On arrival, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19. 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 or current isolation guidelines followed.
- No toys, teddys or blankets (or similar) to be brought in from home
- No pushchairs, car seats, scooters, bikes etc are to be left at nursery
- Children are to wash their hands upon arrival at the setting.
- Encourage children to avoid touching their face, eyes, nose and mouth.
- All children coming to the setting should avoid all non-essential public transport if possible, if not, government guidance on travelling safely on public transport should be followed.
- Any child who has been told to shield or who is clinically vulnerable, or who lives in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting. (Shielding was lifted on the 1st August, but this will be monitored for any changes to the guidance)
- Any child who has taken any form of paracetamol or ibuprofen will not be allowed into nursery for 48hours after symptoms have ended
- Any child who displays any of the symptoms of COVID-19 will not be allowed into nursery, until either a negative result is confirmed, or the family have completed the 14 days isolation. Please see Children's admittance procedure
- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child
- Mitigate the risks posed by admitting Walking Bus children by risk assessing and following the admittance for walking bus procedure that has been put into place

- When a settling in session arises, we need to refer to the Settling in Policy Appendix, and the settling in procedure.
- Parents wanting to attend show rounds whilst the nursery is in operation
- Parents not disclosing they've administered Ibuprofen or Paracetamol, as this could mask symptoms such as a temperature
- Children taking time to settle after prolonged break and change in routine.
- Walking Bus children increasing the risk of spreading COVID-19

Physical distancing/ grouping	<ul style="list-style-type: none"> • Create a walk way to bring children in and out of nursery safely • From 20th July children will no longer need to be in groups. Instead rooms will be separated by dividers, and children and staff will remain in their rooms • From 20th July children will remain in their own rooms for snack and lunch • The use of communal internal spaces should be restricted as much as possible. • From 20th July the garden will no longer be divided. Instead children will go out in their rooms, i.e. 2-3's, pre-school etc, and equipment will be cleaned after each use, ready for the next lot of children • From 7th September the nursery will be open to all children. Show arounds should ideally be conducted when children are not on the premises, or if necessary, when very few children are in attendance & social distancing measures should be applied. • The settling in procedure is to be followed for new children 	<ul style="list-style-type: none"> • Parents need for childcare, to be able to return to work, will need to be considered against ratios and "grouping" • Staff mixing with different rooms and cross contamination. • Lack of space to have multiple groups
Play and Learning	<ul style="list-style-type: none"> • Implement social distancing where possible: <ol style="list-style-type: none"> 1. Children to remain within their designated rooms 2. Parents to leave the site promptly after dropping off children. 3. Hazard tape is being used so children can visually identify the area for their group (bubble) • Minimise the resources available to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before eating, activities & after coughing or sneezing. <ul style="list-style-type: none"> • Suspend the 1000 book challenge for now. It is added work as books will need to be cleaned <ul style="list-style-type: none"> • Suspend French sessions and any visitors coming into nursery unless paramount. If sessions can be carried out virtually, then they will go ahead 	<ul style="list-style-type: none"> • Social distancing is difficult to maintain with early years children. • Parents will gather in social groups outside premises • Children will not understand they cannot explore the setting (free flow) or self- select toys and resources
Children's Wellbeing and education	<ul style="list-style-type: none"> • Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including, regular hand washing and sneezing into a tissue. • 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. 	<ul style="list-style-type: none"> • A lack of awareness of children needing more reassurance • Limited learning due to limited resources. • Children impacted by limited groups – negative impact on mental wellbeing

		<ul style="list-style-type: none"> • Follow current guidance on changes to the EYFS relevant to Covid-19 • Provision will be different. Staff to look at creative ways so that learning does not become limited due to fewer resources and less space. Limited access to resources. • Play equipment to be minimalised and multiple groups are not to use it simultaneously (from 20th July children will use the resources that are in their room. See above for garden) • Minimise contact and mixing by changing the environment as much as possible • Removal of soft furnishings, soft toys and toys that are hard to clean • From 20th July children and staff will remain in their own rooms. The Government have reduced the social distancing by 1m, but only if it is possible. We will do our best to maintain this with children, however staff will try to keep to the 2m where possible amongst themselves • Government reasoning – best place to learn and important for mental wellbeing to have social interactions with peers, carers and teachers • Provision will be based in both the nursery and the garden. Children will need appropriate outdoor clothing every day; they will also require sun cream applied before attending (in hot weather) • Follow the Bereavement policy appendix for those children and families that have suffered a loss due to COVID-19 	<ul style="list-style-type: none"> • Different type of provision – negative impact on mental wellbeing • Staff will be more conscious of the extra cleaning needed, alongside the care of the children • Taking longer to settle due to the environmental changes • Culture of limiting contact with items, people and constant cleaning may instil anxiety in children • Children needing more comfort, making them more unsettled and uncomfortable, putting staff and children at further risk • Play base curriculum including self-selection and child led will not be able to happen • Learning will not be natural and resources are limited, and children’s mental wellbeing could suffer due to unnatural social interactions with peers, carers and teachers • Parents will not send child in sun creamed and will not always remember jumper and coat. Nursery clothing not to be used.
	<p>Toileting, nappy changing and cleaning up of accidents.</p>	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible • Children must be accompanied when using the toilet to ensure prompt cleaning, and limit contact between children in the bathroom • When changing nappies staff are to wear an apron and one pair of gloves. Used nappy, gloves, aprons are to be disposed of immediately after use in the yellow bags • Children should not attend if unwell • If a toileting accident happens, whilst it is dealt with the area should not be used 	<ul style="list-style-type: none"> • Children may not be patient when waiting their turn • Children used to free flow with toilets, they may try to help others • Staff will overuse PPE causing shortages and unwarranted expense • Parents will not send in spare clothing, or enough of it

		<ul style="list-style-type: none"> Once the child has returned to their group, then the bathroom/ nappy room should be cleaned and disinfected using standard cleaning products before being used by anyone else Children's own clothes to be used. Ask parents to provide spare labelled clothing. Nursery clothes are not to be used. Child will have to go home if home clothes are not provided Limit children to two at a time in the bathroom, ensuring they use separate cubicles & wash basins 	
	If a child starts displaying symptoms.	<ul style="list-style-type: none"> If a child begins displaying a continuous cough or a high temperature, or Anosmia they should be sent home to isolate per the guidelines A child awaiting collection should be moved to an area which is at least 2 metres away from other people. A window should be opened for ventilation if possible <p>If they need to go to the bathroom whilst waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</p> <p>Parents must agree to collect within 30 minutes of receiving a phone call. If parents cannot comply with this the child cannot attend nursery</p> <p>Ensure we have up to date emergency contact numbers for every child</p> <p>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</p> <p>If clinical advice is needed for a child under 5 years of age, then the parent or guardian should contact NHS 111. If it is for a staff member or a children 5 years and over, then go on line to NHS 111 (If unsure then follow government guidance on Gov.uk)</p>	<ul style="list-style-type: none"> Parents not agreeing to prompt collection Parents not providing up to date emergency contact numbers
Workforce	Attendance	<ul style="list-style-type: none"> Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result Staff who are classed as vulnerable or clinically vulnerable should isolate only upon government instructions Risk assessing with regular health questionnaires for returning staff 	<ul style="list-style-type: none"> Staff to be vigilant on health and stay away if unwell. This is likely to impact on staff finances as we often work through minor illnesses which we will no longer be able to do Staff not informing management of their travel plans or complying with the quarantine rules

		<ul style="list-style-type: none"> • Consideration should be given to limiting the number of staff in the nursery at any one time, to only those required to care for the expected occupancy levels on any given day • Consider set shifts so that staff remain in the same room with the same children to minimise mixing • 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. • Practitioners should receive clear communication regarding the role they play in safe operating procedures, and all measures being taken to ensure the safety of the children and themselves • Testing is available to all key workers and their households. (if displaying symptoms) (Staff should go onto the Government Test and Trace webpage and click on `Essential Workers` to order a test. If staff do not have access to the internet, then they should call 119) • Current government guidance to be followed • Staff must inform management if they are planning to travel abroad, and to what country. We can then check to see if that country is a `hot spot` and whether staff will need to quarantine upon their return • Practitioners to receive a copy of policy and risk assessment documents before returning. A copy will be retained at nursery signed by all staff to say that they have received, and understood the document 	
Workforce	Wellbeing	<ul style="list-style-type: none"> • From 20th July staff will remain in their own rooms, unless they are needed to cover for another staff member • Staff will be focused on children and cleaning as we go along • Socialisation and interaction will be different with a limit to contact with other adults and the children – • Create a walk through to bring children in & out of nursery safely • Staff to avoid physical contact such as handshakes, hugs etc • From 20th July staff will remain in their rooms where possible • Staff to adhere to the social distancing measures in place • Signpost staff to MIND and counselling if needed 	<ul style="list-style-type: none"> • A risk of high stress levels in staff due to all the changes put in place • A risk of high stress levels due to the concern of Covid-19 • Staff mental health may suffer from limits imposed

Food Preparation, snack and lunches		<ul style="list-style-type: none"> • Breakfast and tea's will be prepared by 1 member of staff in the kitchen wearing the appropriate PPE, following the food preparation/ safety rules and guidelines, making sure the hand washing procedure is followed • From 20th July children will remain in their own rooms for snack and meal times • Plates, bowls, cutlery etc must not be shared. Nor should food • If children are very messy staff need to use appropriate PPE to clean • Children and staff to put their own rubbish in the bin • Wash hands before and after meal times • Wash utensils immediately after use • Adult only to load dishwasher which is to be used on a hot setting and not eco 	<p>Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere. These children should be encouraged to use good table manners</p>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> • Wherever possible, staff should remain within their own rooms and not come into contact with other rooms. • Social distancing must be maintained during breaks. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing such as zoom • Staff will complete the signing in book as well as Parenta • Parents who have appointments etc, will be asked to phone into nursery and arrange a drop off time in advance 	<ul style="list-style-type: none"> • Physical distancing is difficult in early years, even though staff can be vigilant to minimise it
	Training	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction on the standard operation procedure and risk assessments within which they will operate, and complete training on Infection Control & Covid-19 • Mandatory training should remain up to date 	<ul style="list-style-type: none"> • Training not completed and procedures not followed
	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • 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 	<ul style="list-style-type: none"> • parents ignoring the guidelines set • Allowing parents to enter premises can put staff and children at risk.

		<ul style="list-style-type: none"> • Parents not following social distancing guidelines will have the procedures reinforced to them by staff • All measures should be taken to minimise contact between the parent and other children and staff members. 	
<p>Parents, management team and Visitors</p>	<p>Communication</p>	<ul style="list-style-type: none"> • Parents should receive clear communication regarding the role they play in safe operating procedures, and all measures being taken to ensure the safety of their children and themselves. We will give parent's a disclaimer form to complete and confirm that they understand the procedures and they are COVID free • All new policies and procedures will be emailed out to parents before reopening • The Ourschoolsapp will be updated to keep parents informed at each stage • Look into purchasing a wall display cabinet, to be erected by the gate for parents to read updates and information • Keep the nursery website up to date with all policy appendixes, procedures and risk assessments on the COVID-19 page • Management to clearly and promptly keep all staff informed of changes and details of wages, policies etc • No feedback will be given at the gate. Feedback will be given on Parenta, a note or via telephone • Accident/Incident forms will no longer be given to the parents to sign. A member of staff will call a parent to inform them of the accident/incident. The form will then be sent to the parent via the Parenta App, parents can then return acknowledgement of the form, which will then be printed off, signed by the staff member and stored on the child' file. • Blank medication & incident forms will be given to parents to retain. They are to be completed and handed to staff as and when needed. • If a child has an accident on the way into nursery, staff will ask for the details verbally, and the parent will be asked to write up the details and bring it with them when they collect their child. If they fail to do so, then ask them to complete an incoming injuries form when they collect • Bump to the head forms will be given out as normal • The `open door` policy will not be in place during the Coronavirus pandemic. Instead parents will be informed that they can call or email at any time if they have any concerns. Parents will be given the 	<ul style="list-style-type: none"> • Parents not reading or completing information given • Parents not signing up to the email list or downloading the Ourschools app as requested, so unaware of updated guidance given from the nursery

		<p>mobile number to the nursery. They will be informed that they can access the nursery room directly with this number, or alternatively they can call the usual number if they wish to speak to someone in the office</p> <ul style="list-style-type: none"> • If staff need to speak to a parent in relation to a safeguarding issue, accident, feedback, problems etc, they must do so via telephone prior to the child being collected • Appointments can be made through the office if needed, but only 1 person will be allowed to attend 	
	Visits	<ul style="list-style-type: none"> • 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). • Where essential visits are required these should be made outside of the usual nursery hours where possible • Outside catering will not be coming in. Packed lunches will be provided by the nursery • The door to the signing in area will be closed, so deliveries will have to ring the bell in the foyer • Procedures put in place by the Lifelong Learning Centre whilst on their premises must be followed • Once staff are in the building, they will remain in the building until they finish their shift • An alternative procedure for show arounds, possibly virtual tours or a weekend visit if needed • Appointments can be made but only if essential and only one person or visitor at a time will be admitted • If staff are faced with angry parents, they are to follow the Conflict Resolution with Parents and Aggressive Behaviour Policy 	<ul style="list-style-type: none"> • Visitors by appointment only • Management and staff to engage with virtual conferencing. • Parents becoming angry because they can't just 'pop' into the office • Visitors not following the procedures set out by the Lifelong Learning Centre
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • 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 • Staff to inform management if they plan to travel abroad, and to what country 	<ul style="list-style-type: none"> • Guidance not followed • Staff not informing management of their travel plans
PPE	Both Workforce and children	<ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended • Nursery to be stocked with all PPE required 	<ul style="list-style-type: none"> • PPE may not be available to purchase or be in short supply. Should this happen and all

		<ul style="list-style-type: none"> • Staff to only use the required PPE for the specific jobs it is intended for • Staff have the option to use visors to make them feel safe • All PPE should be used according to current guidelines. The touching of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds • The Government state that PPE is not required for nursery staff or teachers, unless they are dealing with a symptomatic child. Therefore, if a child becomes symptomatic, the staff member from that group will remain with the child in a separate area, wearing full PPE gear, including gloves, apron, face mask and goggles. Once the child has been taken home, that staff member will clean the area immediately if it cannot be left unvisited (if it can be left unvisited then it must be cleaned by the end of the day), then remove the PPE and clean or dispose of it hygienically & wash hands. The PPE will be double bagged in a nappy sack and then stored in a lidded box for 72 hours and then removed to general waste in line with government guidelines • Staff are requested to bring a change of clothes to keep at work. This is in case they need to change after dealing with a symptomatic child. Clothes taken off are to then be bagged up and taken home to wash immediately. • Staff will need to wash their uniform/clothes every day after going home • A staff member will be in charge of monitoring the PPE equipment, to ensure stock is re-ordered and we do not run out 	<p>reasonable attempts to get more fails then Nursery should close</p>
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other PPE used while cleaning <ul style="list-style-type: none"> • The nursery to undergo a deep clean prior to re-opening • To implement an enhanced cleaning schedule to include furniture, toys, surfaces, equipment etc, twice per day, morning & afternoon with a lighter clean over lunch time & touch points such as door handles to be cleaned & sanitised regularly • Resources/toys to be cleaned after each use. Use dishwasher if possible 	<ul style="list-style-type: none"> • Cleaning not completed thoroughly • Cleaning supplies not available • Staff skin will get sore from frequent use of cleaning products

		<ul style="list-style-type: none"> • Staff responsible for keeping their own group area clean and disinfected (from 20th July staff will be responsible for the room they work in) • Children to wash their hands upon entry to nursery before going to their area • Staff to wash their hands/sanitise before entering nursery. To use fobs to enter • Staff to change into uniforms upon arrival at work • No soft toys or dress up to be used • Bedding for each individual child to be washed weekly, or before if required • Children and staff to wash hands regularly, after going to toilet/potty, sneezing/coughing into a tissue, before and after meals & activities etc. If staff are unable to wash their hands, they must sanitize • Continue with the Catch it, Kill it, Bin it for coughs and sneezes • Bins are to be emptied as soon as they are full or at the end of the day, whichever is soonest. Washed and disinfected daily • Management will carry out hygiene checks morning and afternoon on the cleanliness of the nursery • Staff to use their own stationery and pens – do not share. Staff to inform management if there is anything they need • Ventilation – to open door to garden and windows if possible 	
Health and Safety within the Nursery	Centre	<ul style="list-style-type: none"> • To have a copy of the Centre’s cleaning routine as we have to use their facilities such as the toilet, and to make sure that when we enter/exit the building we wear gloves • To follow the procedures that the Centre have put in place whilst on the premises and using their facilities 	Not following the government guidelines, cleaning schedules & procedures for the Centre
	Nursery	<ul style="list-style-type: none"> • Staff to follow the updated procedures/ policies regarding the COVID-19, and ensure they have signed to say they have read and understood what is expected when returning to work • To follow the government guidelines and check daily for updates, to be reviewed and changed as and when required • Staff are to oversee their own cleaning in the areas that are designated to them with their group of children (from 20th July this will be the room that staff are working in) • Follow any other cleaning procedures 	<ul style="list-style-type: none"> • Not adhering to the rules, putting everyone at risk with not hand washing, cleaning and allowing parents to enter the building

	COSHH	<ul style="list-style-type: none"> Staff to follow the updated policies/ procedures, use PPE and understand how to use the cleaning products effectively. The cleaning products will be stored on high shelves so they are not accessible to children but are easy to access throughout the day 	Not following the procedures
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. Staff tablets – To be cleaned and each staff member to use their own. If they share, they must be cleaned before and after use before being given back to their owner 	<ul style="list-style-type: none"> Not cleaning the electronics after each use
Disposal of potentially contaminated waste		<ul style="list-style-type: none"> The contaminated waste will be double bagged in nappy bags and then placed in a lidded plastic box. The box will be stored in the bin area and then after 72 hours the contaminated waste will be emptied into a black refuse bag and then placed into general waste. When removing the waste please wear PPE and then once the box is empty it will be cleaned with hot soapy water and then Antibac spray 	
REVIEWED BY: Melissa Penn 22/05-2020 REVIEWED BY: Melissa Penn 02/06/2020 REVIEWED AND AMENDED BY: Mel Sanders Ann Radford 5 th June 2020 REVIEWED AND AMENDED BY: Mel Sanders 10 th July 2020 REVIEWED AND AMENDED BY: Mel Sanders 14 th September 2020		COMMENTS: Risk assessments, procedures and policies have been introduced or amended to adhere to government guidelines. We will distribute these documents to all staff and parents so that they are aware and understand the risks involved and the need to comply with them to keep everyone safe.	

COVID-19 Generic Risk Assessment

What/Where is being risk assessed? Area 1

Date: 14/05/2020

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Table x 4 chairs (home corner)	Children	To check the legs on the table are tightened up and the legs on the chairs are secure, no climbing and clean at all times	Need to wash with hot soapy water or Antibac spray and kitchen towel before and after each use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
1 unit to store the sensory items in	children	To place the suitable objects on each shelf suitable for all ages and check for any breakages	Shelving will need to be cleaned with hot soapy water or Antibac wipe/spray, the toys on the shelves will be limited and the resources will be cleaned after each session if used	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Dressing up trolley	Children	To make sure the dressing up clothes are stored appropriately and there are no heavy objects on top	Is only to be used for children's coats and bags, the trolley will be cleaned with hot soapy water and Antibac spray at the end of each day	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Mats x 2	Children and staff	To ensure the mats are clean by hoovering often/ washing when necessary and placed out on floor	No cushions. Sofa is to be put into the container. Hoover at the end of each session or before if necessary	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

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Toys	Children	To ensure all the toys are regularly cleaned and in good condition, discard any broken objects	Clean with hot soapy water and limit resources	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Bin	Children	To make sure the correct items go into the bin and the lid is closed	Empty the bin once full, or at the end of each session or whichever is soonest. Clean with an Antibac wipe once emptied or when a child/staff has touched the bin to put in tissues. Wash with hot soapy water at the end of the day	staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Book stand	Children and Staff	Not to be climbed on and supervised when reading stories	Limit the books, if a child is to put a book in their mouth etc, then wipe with an antibac wipe	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Home corner 3 units	Children and staff	Check for loose parts, clean regular and supervise children	Limit the resources, no everyday items such as, cereal boxes, bottles, no soft cakes and wash all other items with hot soapy water after each session	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Cooking utensils, kettle (Kitchen items)	Children	Use appropriately and clean regular, to be used appropriately at all times	Wash with hot soapy water after each use or place in the dishwasher	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Musical instruments	Children	To check for any breakages and stored in the basket on the shelf	Limit the instruments, clean with hot soapy water after each session, the delicate instruments be stored in the store room	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

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Risk assessment to be reviewed if it is no longer valid (e.g. following significant changes, introduction of new resources, activities etc.)

COVID-19 Generic Risk Assessment**What/Where is being risk assessed? Area 2 and 3****Date: 14/05/2020**

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Art and Craft Trolley	Everyone	To ensure that the correct items are stored there and it is cleaned and easily accessible for the children	Limit what is on the trolley, change weekly for alternative resources. With the use of the art trolley once the resources have been used the shelving and unit will need to be cleaned with Antibac wipe or hot soapy water	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Floor Space	Everyone	Ensure the pathway is clear from obstruction to make sure its easily to walk through	The floor will need to be mopped twice a day, one at the end of lunch time intermittently throughout the day	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Table and 5 chairs	Everyone	To check for wobbly legs and make sure that the table and chairs are clean	Need to wash with hot soapy water or Antibac spray and cloth before and after each use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Craft cupboard	Everyone	To make sure the objects in the cupboard are suitable for if children went in their	Monitor when in use, lock the cupboards and only staff to retrieve the resources from the craft cupboard. Wipe of the	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

			units using hot soapy water or Antibac spray or wipe.			
Small table with 6 chairs	Everyone	Check for wobbly legs and make sure the table and chairs are clean	Need to wash with hot soapy water or Antibac spray and cloth before and after each use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
2 cupboards (Resource cupboard and construction pieces cupboard)	Everyone	To make sure the units have no wood splinters, and the correct items are stored in and on top	Limit the toys so that we can maintain the cleanliness quickly and clean intermittently throughout the day with hot soapy water. Use an Antibac wipe to wipe the shelving/ units	staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Construction unit with hats, tools and books	Children	To make sure the objects are easy accessible the toys are not broken and children don't climb on top		Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Fire Gate and doors	Children	To make sure children don't climb on the gate and the gate is cleaned and padlock on at all times. The bathroom door is to be closed throughout the day and opened when the children need to access it	Clean intermittently throughout the day with Antibac wipes making sure the handles of the doors have been wiped down. The exit door to be opened for ventilation and also windows be opened a jar.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Toys	Children	To check for breakages and make sure the objects are cleaned regularly	Limit the toys in each area, wash with hot soapy water or can go into the dishwasher to be put on a cycle to clean thoroughly after each session.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Apron pegs and stand	Children	To make sure the apron stand is placed against the wall and the pegs to be secure into the wall	Once aprons have been worn for the session, they will need to be placed into the washing machine for a cycle.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Builders tray (Black) Science	Children	Place flat on the floor stand and check for breakages,	Clean the builders tray and stand after each session using soapy water and a cloth	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Water tray x1	Children	Change water after each session and check the tray before use for any breakages	Aprons to be worn, water tray to be cleaned with hot soapy water before each use and at the end of the day Antibac spray and cloth to clean the tray 2 children to the tray	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Water (storage unit)	Children	Not to be climbed on, used as a storage unit for sand toys only.	Clean resources Limit the toys Wipe over shelving when necessary	Staff	At all times	Melissa Penn, 29/05/2020

Paint ainer	Children and staff	Not to place any heavy objects on top so that it doesn't fall on the children or staff	At the end of the each day, wipe over the ainer with hot soapy water and clear the unit of any paper/ cards or crafts.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Trolley with wet suits and wellies	Children	Children not to climb or sit on the unit, hang wetsuits up and store boxes safely	Wet suits to be stored in the storeroom until needed to use, the trolley will be used for children's coats and bags. Clean over the unit at the end of each day with Antibac wipes or spray.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Messy room and store room door	Children	To ensure doors are locked when not in use	Handles of the doors will need be cleaned with Antibac wipe intermittently throughout the day. Hot soapy water to be used on the doors itself at the end of each day.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Table and 2 chairs in the construction area	Children	To check for loose screws and clean shelves, clean chairs and check for wobbly legs	Clean with hot soapy water at the end of each session	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Dividers	Children	To ensure there are not any loose screws and children are not climbing on them To check the legs on the table are tightened up and the legs on the chairs are suitable, no	Dividers to need to be cleaned intermittently throughout the day and if it's get dirty.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

		climbing and clean at all times				
Sink	Children	To make sure that the children are not playing in there and the children don't block the sink or flood the sink	Cleaned with Antibac spray and the taps intermittently throughout the day after each use.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Gate	Children	To ensure the gates are not climbed on and fingers are not in the way when closing them	Clean with soapy water or Antibac spray and cloth intermittently throughout the day.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Interactive Table	Children	Use appropriately and trailing wire to be stored safely and the use of the tablet should be supervised	Make sure children have washed their hands before use, then once the tablet session is over wipe the screen with Antibac spray and kitchen roll.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Small World area with toys in basket	Children	To keep shelves clean and tidy and not to place heavy items on top so they don't fall and the area to be clean and no trip hazards	Limit the toys, wash with hot soapy water or dishwasher cycle once session is over.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Fire bag with fire extinguisher	Everyone	The bags to have the correct items in, in case of a fire, H+S check these once a week, make sure the bags are hanging on the peg for easy access.	Clean over the extinguisher with hot soapy water on Antibac spray or wipe.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Table and chairs (lunch table)	children	To check for wobbly legs and make sure that the table and chairs are clean	Need to wash with hot soapy water or Antibac spray and cloth before and after each use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
1 unit small world 1 unit science area	Children	Check for wood splinters, make sure the shelves don't have heavy items on their and also clean.	Clean shelves with hot soapy water or Antibac wipe, limit the resources on the shelves.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Risk assessment to be reviewed if it is no longer valid (e.g. following significant changes, introduction of new resources, activities etc)

COVID-19 Generic Risk Assessment**What/Where is being risk assessed? Baby Room****Date: 14/05/2020**

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk in regards to cleaning?	Action by who?	Action by when?	Done
Bed Mats	Children	Ensure stored away when not in use. When in used placed appropriately and clean regularly	Beds will need storing at least 2 meters away from another child and the bed will need to be cleaned correctly before and after use (Antibac spray and disposal cloth or kitchen roll to be used)	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Hanging basket	Children	Ensure children don't empty the contents or play because its for bedding only. Ensure the basket is clean and not torn	Children's bedding to be washed at 60 or 80' and washed daily.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Washing Basket	Children	Ensure emptied regularly and not accessible to children as there are dirty washing in.	Dirty washing needs to be placed in storeroom straight away into the washing machine. Children' soiled laundry is to be double bagged and sent home.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020

			Washing basket to be cleaned and Antibac immediately after each use			
Washing up bowls	Children	Ensure empty when not in use. Check for breaks. Supervision when in use	Clean the bowl with Antibac and kitchen roll or cloths immediately before and after every use.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Baby fold up chairs	Children	To be stored away, used correctly and supervised when children are sitting in them also cleaned regular	cleaned with soapy water before and after use correctly, and dry with a towel and the towel to be put in the washing machine	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Cot	Children	Ensure children don't climb on the cot, clean regular check for loose screws, splinters or breaks	Clean the cot with Antibac wipe before and after each use.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Sofa (Sofa will be removed to the container)	Children	Ensure children are supervised at all times, check and clean regular	Change sofa covers every two days, flip them over and then clean the sofa	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020

Table and 4 chairs	Children	Ensure children don't climb check for breaks, splinters and loose screws. Clean regular	Cleaned regularly with soapy water before and after each use	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Storage boxes	Children	Don't overfill clean regularly and check for breaks	Clean before and after use with soapy water and cloth, the cloth to go straight into the washing machine	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Partition and gate	Children and staff	To clean regularly check for loose screws, breaks and splinters. Use gates correctly	Use Antibac wipes to throughout the day	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Door, fire gate and fire exit	Children	Door kept closed at all times. Fire gate to have the padlock on at all times and kept clear from obstruction	Cleaning the gate, padlocks, door handles with soapy water or Antibac wipes and the door to be open for ventilation accordingly.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Fire extinguisher	Children	Do not allow children to mess. Check its secure. Comply with safety checks	Wipe down with the daily routine using soapy water or Antibac wipe	Staff	At all times	Melissa Penn, Carol Twigger,

						Tara Ramsbottom 14/05/2020
Resource shelves and contents	Children	Ensure contents aren't too heavy. No heavy items on top of cupboard and check for breaks	Not soft toys, no intrecet pieces and wipe over shelves and clean the units, clean toys after use using sterilising fluids or soapy water.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Mats and carpets	Children and staff	Ensure non-slip mats and corners aren't raised. Clean regularly	At end of session, hoover and clean the carpet ready for the following day. Wipe the hoover with a Antibac wipe after each use of the room	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Bin	Children	Lid to be on at all times, emptied daily and checked and cleaned	Empty bin at lunchtime and then antibac the bin and then empty at the end of each day.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Plug sockets Light switch	Children	Plug sockets to be in place at all times and checked for breakages	Need to be wiped over once been touched with an antibac wipe	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020

Kitchen unit	Children	Check for loose screws, regularly cleaned and make sure the doors are secure	Clean and wipe down before and after each use with soapy water or Antibac wipe.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Water tray Builders Tray	Children	The trays to be cleaned regularly, placed flat on the floor and not in the way of any fire exits	Clean before and after each use with an Antibac wipe or spray and cloth. filter sand when needs to be done so.	Staff	At all times	Melissa Penn, 29/05/2020

Risk assessment to be reviewed if it is no longer valid (e.g. following significant changes, introduction of new resources, activities etc)

COVID-19 Generic Risk Assessment

What/Where is being risk assessed? Bathroom

Date: 14/05/2020

- When entering the bathroom with the children please wear PPE, gloves and aprons and then discard once finished
- We will be using the soap dispenser to give children allocation of soap, and we will also give paper towel to wipe hands so that the cleaning can be kept to a minimum.
- The bathroom will be cleaned after first session (lunch time), after second session (Pm) and then cleaned at the end of the day (home time)
- Door to remain shut throughout the day and children to ask when they need to access the bathroom.

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Cubicles Toilets X2	Children	Checking the bathroom is clean throughout the day and using the bathroom checklist. At the end of each day a deep clean is done to ensure that the bathroom is cleaned.	Monitor that only 2 children in the bathroom at any one time, staff present at the door, the cubicles and the toilets to be cleaned throughout the day with Antibac and at the end of each session	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Sinks x2	Children	Checking the bathroom is clean throughout the day and using the bathroom checklist. At the end of each day a deep clean is done to ensure that the bathroom is cleaned.	Clean the sinks intermittently throughout the day and then clean at lunch time and the end of each day	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Bathroom door	Children	Checking the bathroom is clean throughout the day and using the bathroom checklist. At the end of each day a deep clean is done to ensure that the bathroom is cleaned.	Door handles to be wiped with Antibac throughout the day, and the doors to be washed with hot soapy water at the end of each session.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Shelves/ units	Children	Checking the bathroom is clean throughout the day and using the bathroom checklist. At the end of each day a deep clean is done to ensure that the bathroom is cleaned.	Wiped down after each session and at the end of each day.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Flooring	Children	Checking the bathroom is clean throughout the day and using the bathroom checklist. At the end of each day a deep clean is done to ensure that the bathroom is cleaned.	Floor to be swept and mopped at the end of each session and when needed. Place the wet floor sign when wet.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Radiator	Children	Checking the bathroom is clean throughout the day and using the bathroom checklist. At the end of each day a deep clean is done to ensure that the bathroom is cleaned.	Clean down after each session using Antibac	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Aprons, gloves , creams, toothbrushes, baskets,	Children	To be stocked up once we run low throughout the day.	To place into a basket with a lid and to take out what is needed to keep the aprons/ gloves clean.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Soap dispenser, Paper towels	Children	To make sure we do not run out of items and keep it stocked up throughout the day on our hourly checks.	To be placed on a higher shelf and staff to administer what is needed.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
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Risk assessment to be reviewed if it is no longer valid (e.g. following significant changes, introduction of new resources, activities etc)

COVID-19 Generic Risk Assessment

What/Where is being risk assessed? Garden

Date: 14/05/2020

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Green resource trolley	Everyone	Place securely against the wall. Keep the fire exit clear and store the resources safely	Any resources used, wash after each use with hot soapy water and antibac spray	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Chalk board	Children	Place securely on a flat surface. Check for loose screws and cover when not in use	Clean after each use with hot soapy water and antibac spray	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Builders tray	Everyone	Check for any breakages and place flat on the floor	Clean before and after use with hot soapy water and antibac spray	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Wooden Table Picnic table	Children	Use appropriately, check for wood splinters and cover when not in use	Place a messy mat down and clean after each use using hot soapy water and antibac spray	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Beeches Day Nursery

Sand pit	Children	Always cover when not in use. Check for foreign objects, cat faeces on using the garden check sheet before use. Sterilise when needed. No climbing on the stumps	Sandpit not in use during the Coronavirus pandemic	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Large Wheel Play Equipment With 4 car wheels	Children	Use the equipment appropriately, no jumping on it, check for loose screws and cover appropriately and safely	Clean the steering wheels with hot soapy water and disinfect	staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Mud kitchen	Children	Regularly cleaned and covered when not in use	Limit toys, clean mud kitchen after each session with hot soapy water	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Tree stumps and logs	Children	To check areas to make sure it's all safe	Children to wash hands before and after activities	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Fairy door and picket fence	Children	Be mindful of the door and hinges and fences to be secured upright	Clean handles and door after each use with an antibac wipe	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Beeches Day Nursery

Water tray/ malleable table	Children	Keep clean and clear from obstruction check for the screws or any breakages	Clean after use using hot soapy water and make sure children have washed their hands before and after use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Large physical - Bikes scooters Wheel barrow Mountain step	Children	Use and store correctly and safely and check for any breakages	Clean after each use with Antibac wipe	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Garden Tap	Children	Place against the wall and always use the tap correctly and supervise	Clean the tap after each use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Wooden poles and sails	Everyone	Be aware of our surroundings and careful when running etc. due to weather make sure the sails are all secure	What is in place is sufficient	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Boxes of resources	Children	Clean regular and check for broken resources	Clean after each session with hot soapy water	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Climbing wall	Children	Supervised at all times not to use in wet weather	Clean after each use with hot soapy water	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Beeches Day Nursery

Gates and fire door	Everyone	To ensure the gates and door are locked at all times and the fire door to be slightly open when outside	If we touch the door we clean after each use, the brown gate to store bikes etc clean the bolt using Antibac wipes/spray	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
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COVID-19 Generic Risk Assessment

What/Where is being risk assessed? Kitchen

Date: 14/05/2020

- Only 1 staff member to be in the kitchen at a time
- Take care of the dishwasher as it will be used multiple times throughout the day with cleaning of the toys/ plates, cutlery etc.
- Limit what is on the shelves and make sure the surface are clear

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Dishwasher	Everyone	At lunch time the dishwasher is put on a cycle and wiped down using kitchen spray	Continue to clean with kitchen spray at the end of each use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Microwave	Everyone	Clean at lunch time and tea time	Clean with hot soapy water and kitchen spray after each use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Sink with hand washing sink	Everyone	Water temperature is checked and recorded on Monday morning	Use hot soapy water and wipe down with antibac/kitchen spray after am and pm sessions	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Kitchen tiles	Everyone	Clean tiles at lunch and tea time	Clean with hot soapy water and wipe down with antibac/kitchen spray at lunch/tea time	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Beeches Day Nursery

Sterilizing unit for bottles	Everyone	Sterilizing tablet used according to guidelines each morning, once the bottles are sterilized, wipe down worksurface	Only baby bottles to be placed on the tray, wipe over the unit after each use using the kitchen spray	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Shelf with soap, paper towels etc.	Everyone	The sides are cleaned at lunch and tea time	Clean the shelf after each use using kitchen spray or Antibac spray	staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
First aid cupboard	Everyone	The first aid cupboard is checked monthly by H+S and restocked when needed. The prescribed medication is checked for correct information. Paperwork to be filed in folder on top shelf	Clean the cupboard and handles with antibac spray after each use All medication to be kept in sealed plastic bags with child's name on	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Cupboards Cereal shelving units	Everyone	Sides are cleaned after use and at the end of each day	Clean with kitchen/antibac spray after breakfast, lunch and tea time	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Fruit and bowl	Everyone	The fruit is washed and checked prior to eating	Clean the bowl with hot soapy water prior to placing fruit in bowl	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
kettle	Everyone	Clean with hot soapy water at lunch and tea time	De-scale every 2 months Use kitchen/antibac spray after each use	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Beeches Day Nursery

2 fridges	Everyone	The fridge temperatures are recorded morning and afternoon. The fridges are cleaned and checked every Friday.	Clean the fridge at the end of each day with hot soapy water and antibac spray. Clean the front of the fridge using kitchen spray lunch/teatime or intermittently throughout the day	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Bin Recycle bag	Everyone	The bins are emptied at the end of each day. They are cleaned when dirty and wiped over with kitchen spray lunch time/ tea time or when needed	Empty the bin once full and at the end of the day. Clean with hot soapy water and antibac spray	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Flooring	Everyone	The floor is swept at lunchtime, mopped if necessary. The floor is mopped at teatime	Floor MUST be mopped at the end of each session	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Door	Everyone	The windows are cleaned at the end of each day	Door and handle to be cleaned with hot soapy water and then disinfected with antibac spray. Door handle to be wiped with antibac spray/wipes throughout the day	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Aprons on the pegs	Everyone	Kitchen aprons are stored on the back of the kitchen door	Staff have their own aprons washed and brought in each day. Management to order	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020

Beeches Day Nursery

			additional apron for each member of staff			
All other kitchen appliances such as, toaster, soup maker, halogen, slow cooker etc.	Everyone	The appliances are cleaned after each use with hot soapy water and stored in the kitchen cupboards	Once the appliance has been cleaned, use antibac spray to disinfect	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Memo board	Everyone	The memo board is wiped down once a day	Limit what is on the board, clean the magnets Clean twice daily following the enhanced cleaning schedule	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Telephone and wires	Everyone	The wires are stored neatly down the side of unit so there is no visible trailing wire	Telephone to be wiped with Antibac spray/wipes after each use and put in bin	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
Items inside the cupboards such as plates, cups, bowls, cutlery, under the sink items, cloths, bags	Everyone	The cupboards are cleaned every half term unless there is a spillage	Staff to wear gloves and aprons for any items needed from the kitchen Handles to be wiped down using Antibac spray/wipes all used kitchen items to go in dishwasher.	Staff	At all times	Melissa Penn, Carol Twigger 14/05/2020 Ann Radford Mel Sanders 10/6/2020

Risk assessment to be reviewed if it is no longer valid (e.g. following significant changes, introduction of new resources, activities etc.)

COVID-19 Generic Risk Assessment

What/Where is being risk assessed? Nappy Room

Date: 14/05/2020

- When entering the nappy room with the children please wear PPE, gloves and aprons and then discard once finished
- We will be using the soap dispenser to give children allocation of soap and we will also give paper towel to wipe hands so that the cleanliness can be kept to a minimum.
- The nappy room will be cleaned after first session (lunch time), after second session (Pm) and then cleaned at the end of the day (home time)
- Door to remain shut throughout the day and children to ask when they need to access the nappy room.

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Potties X2	Children	Clean after each use with Antibac spray and roll	Empty potty in toilet and wipe with antibac spray. At the end of the session wash the potties in a bowl in messy room sink with hot soapy water, antibac and wipe dry	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Sink	Children	Check the sink weekly with the H+S check, the water temperature is checked and recorded every Monday morning. The sink when in use is checked daily and any issues reported to H+S.	Once the sink has been used, use the Antibac spray to clean the sink and tap, clean at the end of each day with bathroom cleaner and antibac spray	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020

Shelving unit	Children	Not to place any heavy objects on the unit, be mindful of what goes on the top of the unit. Wipe over the unit at the end of each day with hot soapy water	Clean with hot soapy water and then antibac spray at the end of the day or sooner if needed	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Shower curtain	Children	Spray the curtain with Antibac spray at the end of the day	Use hot soapy to clean the shower curtain and antibac when dry. This must be done if touched by children. Place the shower curtain into the washing machine after each day if the nappy room is used	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Door	Children	Make sure the door guard is on. Clean door and guard after each session with hot soapy water	Handles are cleaned with Antibac intermittently throughout the day. Clean the door and guard with hot soapy water and antibac at the end of each session	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Light switch	Staff	Turn the light switch on at the start of the day and turn off at the end of the day	Wiped down intermittently throughout the day and at the end of the day with Antibac	staff	At all times	Melissa Penn, Carol Twigger 14/05/2020
2 boxes of children clothing		Spare nursery clothes are used when children do not have any clothes in their bag	Nursery clothing not to be used, children will be bringing their own in. Parents to be reminded to provide extra clothes	Staff & Parents	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom

			clearly labelled with their child' name			14/05/2020
Changing mat		Wiping after each use with antibac spray, checking for any wear and tear to changing mat	What we are doing is sufficient	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020
Aprons Gloves		Place aprons/gloves into the clear 'click lid' box and take out when needed	Aprons and gloves to be monitored so stocks do not run out.	Staff	At all times	Melissa Penn, Carol Twigger, Tara Ramsbottom 14/05/2020 Ann Radford Mel Sanders 9/6/2020

Risk assessment to be reviewed if it is no longer valid (e.g. following significant changes, introduction of new resources, activities etc.)

COVID-19 Generic Risk Assessment**What/Where is being risk assessed? Walking Bus children being on the nursery premises****Date: 02/09/2020**

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Entering and departing nursery – Increased risk from COVID-19 due to not implementing stricter measures	Everyone	<ul style="list-style-type: none"> • Only children who are symptom free should come to nursery • Only 1 parent (who is symptom free) to drop off and collect. Parents are not to enter the cloak area • Parents and children to adhere to the social distancing measures whilst waiting • Children to wash their hands upon arrival at nursery for 20 seconds • Children will be encouraged to carry out good respiratory hygiene, by following the 'catch it, bin it, kill it' approach • Bags are to be left in the cloak room on individual pegs 	No, but this will be continually reviewed & updated as Government guidance changes	Staff	At all times	3/9/2020 Mel Sanders
Increased risk of contracting COVID-19 by not maintaining social distancing measures	Everyone	<ul style="list-style-type: none"> • Walking Bus children will enter and leave via a separate entrance from the nursery children • They will remain in their own group with 1 staff member. This staff member will not be changed unless absolutely necessary • Nursery intake times have been staggered so that nursery children from 2-3's & pre-school 	No, but this will be continually reviewed & updated as Government guidance changes	Staff	At all times	02/09/2020 Melissa Penn Mel Sanders

		<p>are not in at the same times as the Walking Bus children</p> <ul style="list-style-type: none"> • A clear pathway will be created for the children to walk directly to their designated areas • Children who have breakfast and tea will not share cutlery, plates, bowls etc. Meals will be pre-plated • No more than 2 children will be allowed into the toilet at any one time, and they must use separate cubicles 				
<p>Increased risk from COVID-19 due to areas being used by different groups – Areas must be cleaned in-between use</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • All areas will be cleaned as per the Enhanced Cleaning Schedule • Once morning Walking Bus children have departed, the area will be cleaned with hot, soapy water and antibac'd before 2-3's children arrive • The designated area in Pre-school will be cleaned with hot, soapy water and antibac'd when pre-school have departed, ready for the Walking Bus children to arrive • Any frequent 'touch' areas will be cleaned intermittently throughout the sessions with anti-bac wipes • Children will be encouraged to wash their hands before and after activities & going to the 	<p>No, as long as the Enhanced Cleaning Schedule is carried out effectively</p>	<p>Staff</p>	<p>At all times</p>	<p>02/09/2020 Melissa Penn Mel Sanders</p>

		toilet, if they touch their faces, sneeze etc.				
Increased risk from COVID-19 due to the sharing of resources	Everyone	<ul style="list-style-type: none"> Walking Bus children will have their own resources to use, and these will be kept separate from other resources After each use they will be cleaned with suitable cleaning products (depending on the resource), whether its hot soapy water or antibac spray or wipes. 	No, but this will be monitored	Staff	At all times	02/09/2020 Melissa Penn Mel Sanders
Increased risk of COVID-19 due to sharing pegs with nursery children	Everyone	<ul style="list-style-type: none"> Walking Bus children have their own peg stand, with their own individual named pegs, which is separate from the nursery children' pegs. Staff must ensure all bags/coats are placed there The peg stand must be cleaned in line with the Enhanced Cleaning Schedule, and before and after each use with antibacterial spray 	No	Staff	At all times	02/09/2020 Melissa Penn Mel Sanders
Increased risk from COVID-19 by not using the appropriate PPE	Everyone	<ul style="list-style-type: none"> Staff will wear the appropriate PPE when required. (This will usually be in the case of a symptomatic child) 	No	Staff	At all times	02/09/2020 Melissa Penn Mel Sanders
Increased risk from COVID-19 due to lack of ventilation	Everyone	<ul style="list-style-type: none"> The windows will be opened for ventilation in the nursery 	No	Staff	At all times	02/09/2020 Melissa Penn

<p>Increased risk from COVID-19 from a child who becomes symptomatic</p>		<ul style="list-style-type: none"> • If the child begins to show any signs of COVID-19 then we would follow the 'procedure for a symptomatic child' • Parents would be called to collect the child and informed that they will not be allowed to return without a negative test result, or until the family has quarantined for 14 days • Should the test come back positive, the nursery would engage with the 'Test and Trace' system and notify all parents of children who are in the same group as the positive child. 	<p>No, but this will be continually reviewed and updated as the Government guidance changes</p>	<p>Staff</p>	<p>At all times</p>	<p>02/09/2020 Melissa Penn Mel Sanders</p>
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