

Risk Assessment – Protection against COVID-19



As part of the Blossoms planning for the Coronavirus (COVID -19) we want to take preventative and protective action to support all employees, families and children in our care. The risk assessment is based on the current government information from the date of this document. Some category risks have been reduced but until further government assurance on the spread of the virus via children we feel the risk levels we have put in place are a realistic evaluation.

| Low risk | Medium risk | High risk |
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| The level of transmission of COVID-19 is low. No additional measures need to be put in place. | The level of transmission of COVID-19 is standard. Additional measures will be reviewed and actioned. | The level of transmission of COVID-19 is high. Measures to be immediately implemented. |

| What are the hazards? | Who might be harmed and why? | Risk level before controls | | | Control measures | Risk Level after controls | | |
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| Volume of people in the building at any one time | Children, parents, employees, external visitors (e.g. food deliveries, contractors, show rounds) More people in the building will mean increased risk of bringing COVID-19 into the setting and raises the level of transmission. | | | √ | <ul style="list-style-type: none"> - All parents/ carers and external visitors are not to enter past the reception doors into the main body of the nursery. - All parents/ carers are to queue up with their child at 2 meters between each family around the perimeter of the car park. - Children will be greeted at reception in 15-minute intervals and taken to their room. Where possible this will be by the child's key worker but always a familiar face. - All parents/ carers will follow the same queueing system for pickups. Handovers will be done at a 2-meter distance and will be brief. Any concerns or questions that require a longer time frame can be done on appointment or via telephone/email. - Interviewing of new staff will be done through zoom meetings - Children to only bring necessary comforters and no additional toys or resources | | √ | |
| Mixing staff/ children (dinner cover, break times, food collection, toileting, outdoor play) | Children, employees, parents/carers Mixing of rooms can increase the transmission. Keeping staff and children in one area/ | | | √ | <ul style="list-style-type: none"> - No rooms will mix when going outdoors. All outdoor play will be done fairly to ensure all children are accessing outdoors more frequently. - Any room that have more children in on a certain day will split the class to minimise the number of children together at any one time. - Under these exceptional circumstances staff will be encouraged to take their breaks in their cars, where this is not possible staff will take breaks individually or with one other | √ | | |

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| | <p>room will help towards containing any viruses that may occur</p> <p>Children and staff could cross paths in the toilet area or corridors.</p> | | | <p>person so the 2-meter rule can be applied. No more than 2 people will be allowed in the staff room at any one time.</p> <p>The staff room will get cleaned with antibacterial spray between each use</p> <ul style="list-style-type: none"> - Dinner cover will be done over a longer period and any staff covering breaks will follow the correct personal hygiene routines - Food served by the cook will be distributed outside of each room and a designated staff member will take the food from the trolley - All bikes to be wiped down with antibacterial between each outdoor session - Each room to have their own outdoor resources box that only the children in that room have access to - Designated COSHH room times and staff to ensure minimum people are leaving their rooms and cross contaminating - A one-way system will be in place in the corridors, this will limit the number of people crossing paths | | | |
| Settling in sessions/ show rounds | <p>Children, employees, parents/carers</p> <p>New parents/ children will be entering the nursery increasing the risk within the setting</p> | | √ | <ul style="list-style-type: none"> - Children who are starting Blossoms will still be entitled to their 3 settling in sessions. Only 1 of these visits will be allowed in the room with 1 parent or carer. Children in that room will either all go outdoors or be split into small groups - Show rounds will be now done virtually or on a day where the nursery is closed | √ | | |
| Room transitions | <p>Children, employees, parents/carers</p> <p>Children who are due to move rooms will have to mix rooms to settle in. This can increase the transmission of any virus in the setting.</p> <p>Children may be more unsettled after having a period off, coming back to the setting in a different room with different people</p> | | √ | <ul style="list-style-type: none"> - All children who are due to move rooms will continue to stay in the room they were in prior to lockdown - Rooms will be adapted to be age appropriate and ensure children are still being challenged in their development. - Where there is clear developmental walls in that room transitions will be done at quieter times but only where necessary | √ | | |
| Personal care | <p>Children, employees, parents/carers</p> | | √ | <ul style="list-style-type: none"> -All staff to wash hands/ sanitise on entering the building - All staff to hand sanitise on entry to the room -All children to be encouraged to wash hands when entering their rooms, which will be done with their key worker | | √ | |

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| | <p>The spread of germs is increased between children and staff where hand washing is not readily available.</p> <p>Toothbrushing routines, older children who independently brush teeth share toothpaste, this could increase transmission of germs</p> | | | | <ul style="list-style-type: none"> - Hand washing stations to be put in the rooms where hand washing cannot take place (Infants and toddlers) - All staff to ensure more frequent handwashing throughout the day and to encourage all children to do the same - Tissues are to be available and visible for all children and staff to use, children will be encouraged to wash hands after sneezing and coughing into their hands - Children will go in small groups to brush their teeth, the member of staff will apply the toothpaste to each of their brushes. All brushes will be stored in smaller groups in clip lock boxes and brushes will continue to have brush caps on them - Sun cream will be kept separately from each other, where a child needs support sun cream will continue to be applied by a staff member. Staff will clean hands and apply a new pair of gloves before applying cream to a different child. | | | |
| <p>Cleaning frequency and routines (toys/ tables/ chairs/ bedding/ cushions/ toilets)</p> | <p>Children, employees, parents/carers</p> <p>Germs can stay on surfaces for days, if frequent cleaning is not done especially in between sessions the rate of transmission increases</p> | | | √ | <ul style="list-style-type: none"> - Sinks and toilets will be regularly sanitised throughout the day - Soft furnishings will be out on a rota basis allowing adequate time for cleaning - Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked - Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal - Bins for tissues and other rubbish are emptied throughout the day - Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it - Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it else where - Bedding will continue to be changed after every use, children who sleep on mats will be spaced further apart | | | √ |
| <p>Children/ employees develop symptoms of COVID-19 whilst at the setting</p> | <p>Children, employees, parents/carers</p> <p>Any staff or child who have symptoms whilst in the setting can rapidly spread the virus around</p> <p>Any staff or child coming into nursery where a member of their household has symptoms can rapidly spread</p> | | | √ | <ul style="list-style-type: none"> - Anyone who becomes unwell with a new, continuous cough or a high temperature or loss of, or change in, normal sense of taste or smell in an education or childcare setting, must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance - Children, parents, carers or any visitors, such as suppliers, are not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus (any parent that has been administered Calpol/ ibuprofen prior to attending nursery must not bring their child in) - A child awaiting collection, will be moved to a room where they can be isolated with adult supervision. Ideally, a window/ door should be opened for ventilation. - If a child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else | | | √ |

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| | <p>the virus as they may already be carrying it</p> <p>Any child that has a normal temperature coming into nursery after being administered Calpol/ ibuprofen at home can rapidly spread the virus. The period of time between the medicine being given and it is wearing off is great enough to spread the virus to multiple staff and children.</p> | | | <ul style="list-style-type: none"> - PPE should be worn by staff caring for the child while they await collection if a 2-metre distance cannot be maintained (such as for a very young child or a child with complex needs) - In an emergency, call 999 if the child is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital - If the member of staff who helped someone that was unwell with a new, continuous cough or a high temperature, loss of, or change in, normal sense of taste or smell will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and dispose of the PPE worn. - When a child or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days - Where the child or staff member tests positive, the rest of the setting should be sent home and advised to self-isolate for 14 days, staff are encouraged to be tested if they display signs - The affected area will be cleaned with disinfectant after someone with symptoms has left, this will reduce the risk of passing the infection on to other people - PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a 2-metre distance cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn | | | |
| <p>Mealtimes (self-serving of food, access to water bottles, sitting in proximity)</p> | <p>Children, employees, parents/ carers</p> <p>Children who self-serve their meals and snack will increase transmission through sharing the serving utensils</p> <p>Younger children may touch other plates/food/ cups.</p> | | √ | <ul style="list-style-type: none"> - Staff will ensure they are serving food to avoid cross contamination - All staff will wear a clean apron and clean gloves before serving children's food/ snack - Children will be seated spread out where possible and will be encouraged to stay seated throughout this time - A member of staff will clear the children's plates - Water bottles and beakers will be kept in the room at height but still visible for the children. Staff will encourage and ask children more frequently to ensure they are drinking enough water, and these will not be touched by other children or be grouped together - All children will wash their hands before and after eating | | √ | |

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| | Individual water bottles and beakers on a shared table. Children may pick up another child's without realising or may touch several before finding their own drink | | | | | | |
| PPE, Cleaning supplies | Children, employees, parents/ carers Not having enough PPE. Staff are forced to work unprotected which can increase the spread of germs | | | √ | - All staff to wear aprons throughout the day and have frequent changes throughout the day. Aprons will continue to be changed in between each nappy change and at mealtimes. - A contingency of 2 weeks PPE/ cleaning supplies will be available at all times - Anyone entering the COSHH cupboard for supplies must wear gloves, these must be removed before entering the classroom | √ | |
| Fire and intruder alarms and emergencies, including lockdown | Children, employees, parents/ carers In the event of a fire drill all rooms will meet at the fire evacuation point. This will mean all rooms will be close and not 2m apart increasing transmission of viruses | | | √ | - All staff to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routine. Repeat as necessary with new starters (staff/young people) - Evacuation points are marked out for each room at the back of the car park in order to have their own space | √ | |
| Outdoor resources | Children, employees, parents/ carers Children share outdoor resources resulting in cross contamination | | | √ | - Bikes will be the only shared resource outdoors, all bikes will get wiped down with antibacterial spray in between each outdoor session. - Each room will have their own outdoor resources that will be kept in their own rooms. As per the cleaning guidelines these will get a daily deep clean. | √ | |
| Inadequate ventilation | Children, employees, parents/ carers Experts believe enclosed spaces can increase the spread of the viruses | | √ | | - Ensure regular airing with windows (even in mechanically ventilated buildings) - Keep toilet ventilation in operation as much as possible while building is occupied - Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation | √ | |

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| Employee uniform policy | Children, employees, parents/ carers The volume of staff getting changed and leaving clothes in the staff room increases the transmission rate Cross contamination from indoors and outdoors | | | √ | - Staff to come to work in their uniforms and go straight to their rooms - Where possible staff will leave bags, phones and coats in their car, anyone who does not have a car can leave their belongings in their designated locker - Staff and children will be encouraged to use in and outdoor shoes | | √ | |
| Stress and anxiety about risks | Children, employees, parents/ carers Increased short- and long-term mental health issues can occur. Stress and anxiety around returning to work, returning to nursery, financial circumstances and health issues are all increased | | | √ | - All staff and parents/ carers will be able to access Blossoms psychologist which will be via telephone, email or skype. - Staff at Blossoms will be available to offer support to both children and staff and will happily talk | | | √ |
| Office | Children, employees, parents/ carers, More people in a confined space that is not at social distancing measure will increase the transmission rate in the occurrence of a virus | | | √ | - Only senior members of management allowed in the office which is limited to 3 people at once. - Anyone working in the office must keep to their designated workstation and not hot desk - Workstations must be cleaned down with antibacterial spray after every use | | | √ |
| Keypads | Children, employees, parents/ carers Cross contamination of viruses which then spreads into individual rooms | | | √ | - Staff who have key holder duties to use their fobs only, no manual entry of pin codes is allowed - Any staff that need to use the keypad must disinfect before and after use | | √ | |

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| Cash and card payments | Children, employees, parents/ carers Handling of money and card terminals can cause the spread of viruses | | | √ | - No cash payments will be accepted - Where possible standing orders and bank transfers will be preferred - Anyone completing a transaction on the card machine must wear gloves, sanitise the machine once used and then follow the hand washing procedures | √ | | |
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Managers will identify employees and children who may be more vulnerable as a result, this may be through a combination of self-declaration and existing records. Once identified, managers should discuss their declaration with the employee and parent/carer and undertake an individual risk assessment to consider the risk and what measures can be put in place to minimise these. These risk assessments should be kept under review and revised when situations or risk factors change.

The risks and control measures for each individual will depend on their role, their background, the category into which they fall and the condition(s) they have. As lockdown begins to be lifted, risk assessments will need to be reviewed and revised to reflect the incremental nature which the return to normal working is likely to have, taking into account the individual's risk factors, their working environment and the prevailing government guidance.

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| Assessor (s) | Rachel Fritz | Position | Managing Director | Date | 27/05/20 | Review date | 08/06/20 |
| Assessor (s) | Melissa Swales | Position | Managing Director | Date | 27/05/20 | Review date | 08/06/20 |