

Risk Assessment Form

Number:

Issue No: 1

Issue Date:

20.05.2020

Authorised : D

Morrell

Task/Activity:	Corona Virus/ COVID19	Depot/Dept:	Centre 56 Nursery provision	Ref No:	RA.15
Date Conducted & By Who:	Angela Grime 21.05.2020	Review Date:	21.11.2020	Date Reviewed:	
Information	<p>The COVID-19 virus affects different people in different ways. COVID-19 is a respiratory disease and most infected people will develop mild to moderate symptoms and recover without requiring special treatment. People who have underlying medical conditions, problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer and older people have a higher risk of developing severe disease and death.</p> <p>Common symptoms include:</p> <ul style="list-style-type: none"> • fever • tiredness • dry cough • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Other symptoms include:</p> <ul style="list-style-type: none"> • shortness of breath • aches and pains • sore throat • loss of, or change to, your sense of smell or taste 				

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E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
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- and very few people will report diarrhoea, nausea or a runny nose

People with mild symptoms who are otherwise healthy should self-isolate and contact their medical provider or a COVID-19 information line for advice on testing and referral.

People with fever, cough or difficulty breathing should call their doctor and seek medical attention.

Coronavirus is classified as an airborne high consequence infection disease in the UK. The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Currently, there are no specific vaccines or treatments for COVID-19.

1 Hazard (something with the potential to cause harm, how will it be realised and what is the potential injury?)	2 At Risk	Risk			6 Control Measures	Risk		
		3 Severity	4 Probability	5 Risk		7 Severity	8 Probability	9 Risk

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<p>Transfer of disease from being in close proximity to others infected</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> washing your hands with soap and water often, using an alcohol-based rub frequently and not touching your face. covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. putting used tissues in the bin straight away. avoiding close contact with people who are unwell. remaining more than two metres away from anyone who doesn't live in your household wherever possible. self-isolating if you are symptomatic. following 14-day household quarantine rules if someone you live with becomes symptomatic. understanding when and how to use PPE. Where practicable employees are to work remotely. Following government advice on social distancing including permitted contact with others, exercise and essential journeys and activities If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home Any employee displaying symptoms of either a high temperature, a new continuous cough or other symptoms detailed above should self-isolate at home. If you live alone stay at home for 7 days. <ul style="list-style-type: none"> Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 unless you feel you cannot cope with your symptoms, your condition gets worse or if you do not get better after 7 days. For a medical emergency dial 999 	5	1	5
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- Stay at least 2m away from other people in your home whenever possible
- Employees should not be encouraged to return to work during this time however remote working may be possible
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. Anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period
- You should remain at home until 7 days after the onset of your symptoms. After 7 days, if you feel better and no longer have a high temperature, you can return to your normal routine. If you have not had any signs of improvement and have not already sought medical advice, contact NHS 111 online. If you have no internet access, call NHS 111
- Office and buildings are closed to members of the public
- Contractors or others who are required to access work areas are to confirm they are not symptomatic, or live with anyone who is symptomatic
- Office etiquette guidance is in place
- Targeted and enhanced cleaning regimes are in place
- Once symptomatic, all surfaces that the person has come into contact with must be cleaned including;

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				<ul style="list-style-type: none"> ○ all surfaces and objects which are visibly contaminated with body fluids ○ all potentially contaminated high-contact areas such as toilets, door handles, telephones 				
<p>Failure to apply guidance on the use of PPE</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p>Details of PPE required for the task/activity/job role is detailed in the supplementary guidance notes – HSGUID.15 Centre 56 Nursery provision and Covid-19. For the purpose of this Risk Assessment PPE (COVID-19) refers to the following equipment:</p> <ul style="list-style-type: none"> • Face masks – ear-loop, non- surgical • Disposable gloves • Hand sanitiser • Disposable coverall <p>The World Health Organisation provide specific face mask guidance for both health care and non-health care settings. The following information includes the updated guidance from WHO published on the 5th June 2020 in relation to the circumstances when face masks should be worn. The WHO website provides further detail of how to make a home-made mask, fitting/wearing the mask, when the mask should be worn and how it should be washed or discarded.</p>	5	1	5

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From 15th June 2020 it is mandatory to wear a face covering in England whilst travelling on public transport.

- Wear a mask if you are taking care of a person with suspected COVID-19 infection.
- Wear a mask if you are coughing or sneezing.
- In areas with community transmission, people aged 60 years or over or those with underlying conditions should wear a medical mask in situations where physical distancing is not possible.
- In areas with community transmission, WHO advises governments should encourage the general public to wear masks where there is widespread transmission and physical distancing is difficult, such as on public transport, in shops or in other confined or crowded environments.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water
- If you wear a mask, then you must know how to use it and dispose of it properly Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.

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- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

PPE (COVID-19) and waste disposal

- PPE and cleaning materials used and **no** contact with suspected coronavirus case. Used items can be discarded in line with normal waste disposal arrangements.
- PPE and cleaning materials used and contact with suspected coronavirus case:
 - PPE and waste items should be put in plastic rubbish bag and tied.
 - The plastic bag should then be placed in a second bag and tied.
 - The bag should be put in a suitable and secure place and marked for storage and retained for 72 hours.
 - After 72 hours (or if the resident has a negative test result during that time) the waste can be discarded in line with normal waste disposal arrangements.

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<p>Poor hygiene practices leading to transfer of viral infection.</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> • Employees are asked to wash hands more frequently than usual with soap and hot water for around 20 seconds particularly after coughing, sneezing and blowing your nose, or after being in public areas where people are doing so • Alcohol based hand rubs can also be used if convenient however hot water and soap are preferable • Employees are to practice good hygiene e.g. follow NHS 'catch it, kill it, bin it' guidelines • Used tissues should be disposed of immediately • Clean and disinfect regularly touched objects and surfaces using regular cleaning products • Hot water and cleaning products (not a bar of soap as it will harbour contamination) to be available at all times. • Disposable hand towels are to be available at all times • Operatives to wash thoroughly on a regular basis and prior eating, drinking and smoking. • Maintain social distancing- maintain at least 2 meters between yourself and anyone who is coughing or sneezing • Avoid touching eyes, mouth and nose • Stay informed and follow the advice given by the UK government 	5	1	5
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<p>People who are at increased risk of severe illness from coronavirus COVID-19)</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p>People who are at increased risk include:</p> <ul style="list-style-type: none"> aged 70 or older (regardless of medical conditions) under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis chronic heart disease, such as heart failure chronic kidney disease chronic liver disease, such as hepatitis chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy diabetes problems with your spleen – for example, sickle cell disease or if you have had your spleen removed a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy being seriously overweight (a body mass index (BMI) of 40 or above) those who are pregnant <p>Clinically extremely vulnerable:</p> <ul style="list-style-type: none"> Solid organ transplant recipients. People with specific cancers: 	5	1	5
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- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

Control measures:

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).

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					<ul style="list-style-type: none"> Communicate with customers, residents, service users and others prior to the visit or appointment to ensure all recommended measures are in place Where applicable UDCs added to Orchard housing management system indicates status of the tenant/household Individual risk assessments completed for employees who are categorised as being at increased risk prior to entering the workplace/returning to work Employees categorised as extremely vulnerable are unable to access the workplace at this time and, if appropriate, arrangements to work from home should be made where possible Work from home, where possible Avoid gatherings with friends and family. Follow government guidance on social distancing and wider contacts. Keep in touch using remote technology 			
Lone Working	E	5	3	15	<p>Lone working should be avoided where possible. For those colleagues who lone work, a lone working risk assessment should be completed. Staff who are required to lone work are reminded of the following:</p> <ul style="list-style-type: none"> Confirm your daily work schedule with your line manager and stick to it. Always carry a fully charged mobile phone with emergency contact numbers including your line manager. 	5	1	5

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					<ul style="list-style-type: none"> Ensure next of kin contact information is up to date with your line manager and your next of kin have the contact information for your line manager. If you have the lone working app on your mobile phone use it. If you have a buddy system in place with your line manager or colleagues use it. Ensure you are familiar with first aid provision and emergency response arrangements. Report accidents and near misses to your line manager. In the event an incident should occur involving a resident or member of the public e.g. abusive or aggressive behaviour remove yourself from the property immediately and contact your line manager. If the incident is of a serious nature first contact the police. Complete a violent/potentially violent incident report. 			
Drop off and collection – transfer of viral infection Fever, flu like symptoms, persistent cough, breathing	A	5	3	15	<ul style="list-style-type: none"> Drop off and collection times will be staggered to avoid congestion at the beginning and end of the nursery sessions. Allocation of times will link to colour coded groups Advise parent to wash hands (parent and child) before they leave the house. Parents will be encouraged to walk or drive to nursery where possible and avoid using public transport. 	5	1	5

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difficulties, loss of taste and/or smell, death				<ul style="list-style-type: none"> • Parents will be directed to line up at the main gate and stay at least 2 meters. Children must remain with their parents at all times. • Parents will be advised not press the bell, a member of staff will monitor the gate camera and come out to open the gate. • One child at a time will be taken into nursery and a member of staff will receive them. Parents will not be permitted to enter the nursery premises during this time. • Staff will sign the child into the register and check emergency contact information is available for each child. All parents must remain contactable at all times in case their child is required to be collected from nursery. • Parents will be asked if anyone in the household is currently displaying symptoms of coronavirus – see section 1.1 of the guidance note HSGUID-15. Children or parents displaying symptoms during morning drop off will be asked to return home and isolate in line with the government guidelines. • Children will be taken to hang up their coats and wash their hands. • At collection time a member of staff will take the children to the door for parents to collect one at a time. 			
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<p>Indoor play sessions - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> Children will be divided into two colour coded groups – red and green. The children will remain in these groups and the staff team will largely remain consistent, with only one member of staff required to work with both groups. Access to each room will be directly from outside. Surfaces will be cleaned by staff throughout the course of the day and the room thoroughly cleaned at the end of the session in preparation for the next day. Toys will be selected based on the reduced risk of becoming heavily contaminated and can be cleaned using sterilising solution. Soft toys will be removed. Children will be closely supervised and will be discouraged from putting toys in their mouths. Where staff become aware that a child has placed a toy in their mouth, this will be removed and stored for sterilising at the end of the session. All toys used during the session will be cleaned and sterilised at the end of each day. Sterilised toys will be stored in a designate area, signage will be displayed to indicate this. Rooms will be ventilated as much as possible and when appropriate. Rooms will be laid out to support social distancing as much as possible. Where appropriate and safe to do so, doors will be propped open to aid ventilation and reduce contact with door handles. Children will be discouraged from bringing toys from home. 	5	2	10
	A	5	3	15	<ul style="list-style-type: none"> The outdoor area will be visually checked prior to each session to ensure it is safe to use. A weekly equipment check will be completed by the 	5	1	5

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<p>Outdoor play sessions - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>					<p>Nursery Manager and recorded using the health and safety equipment checklist. Broken or failed equipment must immediately be taken out of use</p> <ul style="list-style-type: none"> • Play equipment will be wiped down with cleaning detergent at the end of each session in preparation for the following day. • The outdoor environment will better support social distancing and ventilation, children will be supervised by their temporary keyworker during outdoor play sessions. • Outdoor play sessions will be staggered to ensure the groups do not mix 			
<p>Toileting, nappy changing and potty use - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> • Separate toilet and hand washing have been allocated to each group and will correspond to their colour • Staff will encourage the children to use the toilet independently where possible. • Staff will wear appropriate PPE equipment that will be changed after each toilet trip/nappy change – see section of guidance note HSGUID-15 • Toilets seats and handles will be cleaned using disposable wipes after each use. • Normal nappy changing procedures will be followed, and the changing area thoroughly cleaned with disposable wipes/antibacterial spray after each use. Staff will dispose of PPE after each nappy change – see section 2.4 of guidance note HSGUID-15 	5	1	5

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					<ul style="list-style-type: none"> Children who require the use of a potty will be able to so. Potties will be thoroughly cleaned after each use. 			
<p>Breakfast, lunch and snack times – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> Meal preparation will continue in line with the existing procedures and following all food hygiene requirements. There is no requirement for the cook to access nursery rooms and will therefore have no contact with the children. Staff will wear appropriate PPE during snack/mealtimes – see section 2.4 of guidance note HSGUID -25 Children will be taken to wash their hands before and after each meal. Children will be sat at an individual table at a distance from their friends to prevent cross contamination. Children will be sat far enough away from each other but so they can still socialise. Children will be provided with their own plate, cutlery and cup. Staff will serve children their meals and drinks. Self-serving and table setting will be discouraged during this time. Staff will closely supervise children whilst they eat to prevent any cross contamination. Once the children have finished eating staff will clear and disinfect the cutlery and plates, they will be placed in the dishwasher and cleaned on a high temperature setting. Children will wash their faces with an individual flannel which will be machine washed at high temperatures after each use. 	5	1	5

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V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work

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					<ul style="list-style-type: none"> Children will be provided with cups to drink from throughout the day and staff will closely supervise children as they drink and ensure cups are not shared. All cups will then be disinfected and cleaned at high temperatures in the dishwasher. 			
<p>Responding to children who become unwell – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the staying at home guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need 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. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. 	5	1	5

At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
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C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
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- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, 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. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
- All staff and children have access to testing if they become symptomatic and will be encouraged to complete a test.
- Where the child or staff member tests positive the rest of the class will be sent home and advised to follow the government guidance on self-isolation and test and track. Other household members of the wider class do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.
- Appropriate action will be taken in the event there are multiple cases in conjunction with advice from Public Health England.

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<p>Cleaning – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> General Cleaning. General, daily cleaning will be completed by the member of staff employed in this role <ul style="list-style-type: none"> An enhanced cleaning regime has been implemented and this includes: <ul style="list-style-type: none"> Sterilising toys at the end of each session Regularly wiping hard surfaces throughout the course of the day Wiping outdoor play equipment at the end of each session Sterilising toileting and nappy changing areas and equipment after use Disposing of heavily soiled items of clothing Washing and drying soiled clothing following normal washing instructions Government guidance in relation to cleaning in non-healthcare settings is relevant to Centre 56 and should be applied as follows in relation to an area being contaminated by a symptomatic person: <ul style="list-style-type: none"> Cleaning an area contaminated by a case of coronavirus – minimal contact time. 	5	1	5
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At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
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- Areas where a symptomatic individual spent minimal time, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
 - All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected.
 - Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces
 - Use a detergent followed by a disinfectant, the disinfectant should be checked to ensure that it is effective against enveloped viruses.
 - Use and disposal of PPE and waste items is detailed in sections 2.3 to 2.5. of guidance note guidance HSGUID-15
- **Cleaning an area contaminated by a case of coronavirus – presence of bodily fluids.**
In the event of the presence of bodily fluids from a person symptomatic with coronavirus:
- The area should be cordoned off immediately.
 - Arrangements to be made with the H&S Team for the area to be deep cleaned.

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<p>Access to staff only areas – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> ○ Offices ○ Offices are to be accessed by one person at a time and hard surface areas sanitised before and after use ○ If staff require access to files, they must not enter the office if someone else is present and hard surface areas sanitised ○ Phone and ICT equipment must not be shared ○ Office equipment such as pens must not be shared, they should be removed from desk areas after use ○ The managers office has been designated as an isolation room in the event a child becomes symptomatic, cleaning will be undertaken in line with section G above ● Staff room ○ Staff will be required to staggered breaks ○ The staff room can only be accessed by one person at a time and hard surface areas sanitised before and after use ○ Staff are reminded of the requirement to follow good hand hygiene routines particularly when taking a lunch break ● Toilet ○ Cleaning products will be available in the staff toilet and should be used to wipe down hard surface areas after use ○ Avoid the use of a hand towel, use a hand dryer or disposable papers towels 	5	1	5
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					<ul style="list-style-type: none"> • Kitchen <ul style="list-style-type: none"> ○ Access to the kitchen is restricted to the cook. Access by nursery staff will only be permitted by the cook for collection of meals and return of used crockery and cutlery only ○ The cook will be responsible for cleaning the kitchen 			
<p>Nursery provision – all tasks general precautions – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> • If, prior to attending work you are feeling any symptoms of COVID-19, do not come into work and contact your line manager. • Wash your hands before leaving home and when you arrive at work. Avoid touching your nose, mouth and eyes. • Where staff are required to travel to work using public transport colleagues are advised: <ul style="list-style-type: none"> ○ to travel at off-peak times where possible. Nursery start and finish times support the use of off-peak travel ○ to make contactless payments where possible ○ to start or end your journey at a quieter stop or station ○ to walk some of the journey if it helps to avoid greater numbers of passengers ○ to maintain social distancing as much as possible, face away from other people, avoid physical contact and wait for passengers to get off before you board ○ to be aware of touching surfaces, avoid touching your face ○ avoid consuming food and drink in public transport, where possible 	5	1	5

At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
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- wear a face covering if maintaining social distancing cannot be achieved. It is important to use face coverings properly and wash your hands before putting them on and after taking them off. From the 15th June 2020 it will be compulsory to wear a face mask on public transport
- Enhanced hand washing measures are in place and all children and staff members will wash their hands as follows:
 - Before leaving home
 - On arrival at the nursery
 - After using the toilet
 - After breaks and play activities
 - Before food preparation
 - Before eating food including snacks
 - Before leaving the nursery
- When possible, the environment should be well ventilated by opening windows.
- Ensure social distancing is maintained as much as possible by remaining 2 metres apart from others. Whilst social distancing will be difficult to achieve for very young children, the following measures will be implemented by the staff:

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- Ensure tabletop activities are spaced apart and encourage children to play with each activity individually or with their keyworker.
- Encourage children to play outside in the large garden area (weather permitting) children will have more space to run around and play and may naturally distance from each other when playing outside.
- Children will be assigned a temporary keyworker who will be responsible for encouraging children to social distance and support their understanding of this.
- Staff will play games, sing songs and engage in activities etc to encourage social distancing and support children's understanding of the importance of this where possible.
- If approached by a parent during drop off or collection, remind them of their social distancing responsibilities.
- Ensure the nursery is appropriately staffed with the aim to adhere to the current guidelines outlined in the EYFS statutory guidance.
- Contractors will be permitted access only by prior arrangement and will be reminded of the social distancing and hand hygiene requirements.
- Where possible deliveries to the nursery will be by prior arrangement only. Delivery personnel will be instructed to leave goods outside, these will be collected by a member of nursery staff. Deliveries to be handled

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					<p>wearing disposable gloves and where possible wiped with disposable sanitising wipes.</p> <ul style="list-style-type: none"> If you come into contact with a colleague, child or family member who has symptoms of coronavirus, monitor your own condition for 7 days and if you develop symptoms, self-isolate immediately and seek medical attention if appropriate to do so. PPE recommendations are detailed in section 2.3 in the guidance note HSGUID-15 				
Additional Comments									
Authorised by:	Matthew Rothwell							Dated:	19/06/2020

Prepared by:	Angela Grime
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Approved by:	Matthew Rothwell -H&S Director
Last Review date:	19/06/2020

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