



ROMPERS PRIVATE NURSERY
RISK ASSESSMENT – Updated 04/11/2020
COVID – 19



INCIDENT/HAZARD DETAILS: Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment is supported by the 'Re-opening COVID-19 Guidance' and 'COVID Policy' and should be read alongside these documents to and must also be read in conjunction with ScotGov Coronavirus (COVID 19) Local Protection Levels - Tier 2 (Angus).

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Getting or Spreading Covid-19 Coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> • Staff • Service Users (Children & Parents) • Visitors to premises • Cleaner • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available 	<p>Staff & nursery children on arrival at the nursery and on a regular basis throughout the day will wash their hands for 20 seconds with water and soap and dry their hands with disposable towels. Staff in addition will regularly use hand sanitiser gel. Coughs and sneezes will be caught in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Hand gel station at front gate and back door for staff and parents to use.</p> <p>T/Ls & Mgmt monitoring & supervising this.</p>	ALL STAFF	Ongoing	Ongoing

Getting or spreading COVID-19 coronavirus in common use high traffic areas such as staff room, play rooms, corridors, toilet facilities, entry/exit points to nursery and by not social distancing.	<ul style="list-style-type: none"> • Staff • Service Users (Children & Parents) • Visitors to premises • Cleaner • Contractors • Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Cleaning & Infection Control</u></p> <p>“Starbucks clean”; two hourly cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, front door buzzer, surfaces etc.</p> <p>Room sterilising carried out weekly to ensure all toys, furniture are appropriately cleaned.</p> <p>Weekly enhanced clean to nursery premises etc.</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –</p> <p>Posters, leaflets and other materials are available for display.</p>	<p>ALL STAFF</p> <p>MGMT</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
		<p><u>Social Distancing</u></p> <p>Social Distancing; Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government Guidance.</p>	<p>Drop Offs/Pick Ups of children; One parent/carer only allowed to drop off /collect. Face Masks to be worn by parents when dropping off/collecting. Welcome back to nursery video shared with parents to advise them of procedures.</p> <p>No parents will be permitted into the nursery building</p>	<p>ALL STAFF</p>	<p>Ongoing</p>	<p>Ongoing</p>
		<p>Online meeting calls to be used instead of face to face meetings for some meetings.</p>		<p>MGMT</p>	<p>Ongoing</p>	<p>Ongoing</p>

		<p>Social distancing also to be adhered to in staff room. (use of outside area permitted & lunch breaks in cars).</p> <p>‘Stay safe buckets’ marked outside all three exits and entrances to ensure social distancing is adhered to during drop off/pick up times.</p> <p><u>Staffing</u></p> <p>Additional staff have been employed to support flexibility in groupings of children. As an indoor/outdoor nursery, the outdoors area is used consistently throughout the day. Rotas are in place to ensure staffing is planned across the day.</p> <p><u>PPE</u></p> <p>All staff will continue to wear appropriate PPE when carrying out tasks such as nappy changing, food preparation and cleaning. No additional PPE will</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Staff & Mgmt checks conducted to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>MGMT</p> <p>Mgmt & ALL STAFF</p> <p>ALL STAFF</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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<p>Increased risk of infection and spread of COVID-19 coronavirus through presenting symptoms</p>		<p>be worn as advised by Scottish Government.</p> <p><u>Temperature Checks</u> On arrival at the setting all staff & authorised visitors & viewings are conducting a temperature check & recording on temperature record sheet. Temp must be below 38 degrees to continue at work/remain. If temperature above, a second check is performed & verified by member of Mgmt, temp check remains 38+ then staff member/visitor to be sent home immediately.</p>		<p>ALL STAFF</p>	<p>Ongoing</p>	<p>Ongoing</p>
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		<p><u>Presenting Symptoms of Covid-19</u> If anyone (staff or child) becomes unwell with a new continuous cough or a high temperature in the setting they will be sent home and advised to follow the stay at home guidance. Management will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or child/parent has developed Covid-19 and were recently on our premises the management team will contact the Care Inspectorate & NHS Scotland to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>If a child presents with symptoms whilst at nursery, staff will action the 'COVID-19 Emergency Symptom Response' protocol. This involves isolation of one staff member with the child in one room within the nursery until the parent comes for collection.</p> <p>The appropriate deep cleaning and infection control will then take place.</p> <p>In the event when this does happen, families of the attending children will be notified & the Care Inspectorate Informed.</p> <p>Management will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Clinically extremely vulnerable staff and those that fall into high risk categories ie pregnant must notify Management that they fall into these categories.</p>	<p>ALL STAFF</p> <p>ALL STAFF</p> <p>MGMT</p> <p>MGMT & ALL STAFF</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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<p>Mental health & wellbeing affected through isolation or anxiety.</p>		<p><u>Deliveries</u> All deliveries will be left outside in the garden area and no contact will be made between delivery drivers and staff.</p> <p>New prospective parent viewings will be done after 3pm and in the office with no access into playrooms. Only 1 parent will be allowed to attend the viewing appointment and a face mask must be worn at all times. A temperature check will be completed.</p> <p><u>Staff & Wellbeing</u> Have regular KIT meetings/calls with staff wfh. Talk openly with staff & involve staff in Risk Assessments so they can help identify potential problems & solutions.</p> <p><u>Staff CPD</u> Staff CPD in lockdown focusing on literacy, STEM, social development and neurological</p>	<p>Communicate with companies we receive regular deliveries from to ensure they are aware of these procedures.</p> <p>Regular communications with staff team, regular check-ins and open-door policy for those who need additional support. Ensure staff are taking regular breaks, encouraged to take leave etc.</p>	<p>MGMT & ALL STAFF</p> <p>MGMT & ALL STAFF</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
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		<p>pathways and ACES thus helping to ensure staff can support emotional wellbeing of children.</p> <p><u>Staff International Travel & Quarantine</u></p> <p>Staff returning from holiday from a country that is not on the Quarantine exemption list will self-isolate for a period of 14 days before returning to work. This also applies if the non-exempt country they departed from is added to the Quarantine exemption list within this 14 day period.</p> <p>If you depart from an exempt country and your journey includes a transit stop through a non-exempt country, you will need to self-isolate if you interact with others in that non-exempt country.</p>	<p>Staff to advise Mgmt of country they are going to when taking annual leave. Mgmt. will check Quarantine Country Lists when staff on international holidays.</p>	<p>ALL STAFF</p>	<p>Ongoing</p>	<p>Ongoing</p>
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Review Date: WEEKLY – updated 04/11/2020 in line Scot Gov Coronavirus (COVID 19) Local Protection Levels published 01/11/2020