



Working safely during coronavirus (COVID -19)

Assessor Name: Natasha Butt (Nursery Manager)

Assessment Date: 13 May 2020

Review date: 20/12/2022

Business type: Nursery - Little Jannah Daycare Nursery

Business hazards associated with the Coronavirus Pandemic	Risk level	What I have in place already	Control Measures	Risk Level
COVID -19 training	M	All staff member' s is required to complete COVID-19 training.	All staff to complete training.	L
Surfaces, handles & equipment	M	Household Cleaning Products	Staff will be cleaning frequently throughout the day all surfaces and 'touch points' including resources in between use of each group of children.	L
Hand washing	M	Providing handwashing facility and soap.	Children and staff to wash hands for 20 seconds, on arrival to the Nursery, before and after meals and frequently throughout the day. Signage for washing hands will be on the notice boards.	L



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Arrival of staff	M		Staff to arrive 10 minutes before their shift. On the floor for 8:00am, to start the process of cleaning.	L
Nursery Days	M		Adaptation phase opening, which will be regularly reviewed in line with the government guidance. The operating days are Monday-Thursday.	L
Manual handling- Personal care	M	Gloves and Aprons (PPE)	Wearing Aprons and Gloves when carrying out personal care. When resources are running low to inform management.	L
Windows	M		Staff will be cleaning frequently throughout the day all surfaces and 'touch points' including windows at the end of the day.	L
Mobile Phones	M		Staff will clean their phones on arrival	L



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Parents on arrival to the setting	M	Parents are not allowed into the building on collection and drop offs. Only 1 parent/carer brings or collects their child from the setting. The child's report will be completed and place in their bag and the child will be ready for collection from the main door.		L
Testing kits -PCR	L	All staff members have been made aware of Testing Kit for keyworkers and family members. The tests are		L



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		<p>available if individuals are presenting with symptoms. i.e. new, continuous cough, high temperature and loss or change to sense of smell or taste.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing/register-a-test-kit/</p>		
Kitchen	M	Signage on kitchen door	Staff are required to practice effective social distance while in the kitchen. A minimum of two staff is allowed in the kitchen to maintain social distance.	L



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Family members shielding	M		Staff will be provided with Government Guidance regarding staff members who have family members that are shielding. Outlining the steps to follow here: https://www.gov.uk -shielding and protecting extremely vulnerable persons from covid-19	L
Parents are encourage to social distance outside the setting.	M		Parents are encourage to social distance outside the Nursery.	L
London transport	H		Social distance on the London transports. To avoid transportation and ride a bike or walk wherever possible. In crowd areas staff are encouraged to wear face covering and apply hand sanitizer when required. Further recommendation on using public transport please use this link: https://www.gov.uk/guidance/coronavirus-	L



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			covid-19-safer-travel-guidance-for-passengers	
Effective social distancing is a key element in reducing the transmission of COVID -19	M		Staff members to maintain non-essential contact with colleagues. Keeping a safe distance of at least 2 metres (about three steps) – whenever possible. This will continue for as long as the government advise.	L
Staff footwear	M		Staff are encouraged not to wear their outside footwear into the Nursery. Staff should change into their indoor secure shoes with grips on site.	L
Soft toys	M	soft furnishing	All soft furnishing will be cleaned with disinfectant spray daily. Once a month soft toys will be taken to the Laundrette.	L



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			Deep clean of Nursery resources once a month.	
Hi-vis	M		Children will be assigned their own hi-vis jacket at Nursery.	L
Pushchairs	M		Children who are not at walking age, will be assigned a pushchair when arriving in and out of Nursery, if they are not brought in with a pushchair.	L
Health questions	M		All staff will be asked health questions on arrival at the setting before entering the building. Questions to ask staff:- High Temperature New continuous cough	L



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			<p>Loss of taste This is to ensure staff are fit for work.</p>	
Deliveries to the Nursery	M	Cleaning disinfect spray will be provided.	All deliveries to the setting should be cleaned with disinfect spray before storing away.	L
Children will be grouped into groups	M		Children will be grouped into small groups to encourage social distancing from peers and staff members who are not caring for the child within the small groups.	L
Unwell child	M		If a child becomes unwell, the child should be isolated away from others, until parents have collected the child. All Staff should wear PPE, management will provide staff with the equipment.	L



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Lunch time	M		Children will be grouped into small groups, to encourage staggered Lunch Times during Lunch.	L
Bins	M		Ensure bins for tissues are emptied frequently throughout the day.	L
Contractors/Visitors/ Agency & Bank staff	M		Contractors/Visitors/ Agency & Bank staff are allowed onto the premises providing covid-19 health questions has been asked:- High Temperature New continuous cough Loss of taste All contractors are required to wear PPE on site.	L



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Outside Space (field)	M		Children will be grouped into small groups throughout the day to encourage staggered playtime and maintain social distance.	L
Windows	M	Open windows	It is important the windows are partially opened on arrival to improve ventilation throughout the premises and to reduce the concentration of the virus in the air which reduces the risk from airborne transmission.	L
Toilet	M	Two staff are permitted in the toilet area to assist children.	All staff to adhere 2 meters social distance	L
Children Toilet	M	After each bubble uses the toilet disinfect. Cleaning product is provided.	To reduce/eliminate transmission of Covid-19	L



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Parents	M	Parents to wear visors/mask when doing drop offs and collections at the front door.	To reduce/eliminate transmission of Covid-19	L
Staff to wear visors	M	When entering rooms staff should wear visors.	To reduce/eliminate transmission of Covid-19	L
Staff to wear visors.	M	Staff to wear visors when parents are doing drop offs and collections at the front door.	To reduce/eliminate transmission of Covid-19	L
Hot Desk	M	Cleaning products will be provided.	To Ensure the desks are cleaned after each use.	L



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Nursery Tour/Open Day	M		<p>The Tour will take place on our non-operating day (Fridays) or Thursday evenings.</p> <p>All staff will wear a face mask and maintain social distancing.</p> <p>Parents will be provided with shoe covering. Parents will arrive at the setting with face mask and hand sanitisers will be provided on arrival into the premises.</p> <p>Three parents will be permitted into the Nursery at a time.</p>	L
Child settling with parents in the garden.	M	Apron Mask Disinfection spray	Parents enter the garden with mask and apron. After each settling in period toys should be sanitize before current children enter the garden.	L



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Rapid Lateral Flow test	M	Test will be provided by the Nursery.	Test will be carried out at home on the morning of attendance of work or the evening before attending work. Staff will be tested twice a week	L
Cleaning the laptop /IPad table	M	Anti-Bacterial wipes	Clean Laptop/IPad	L
Baby Wet Suit	M	Wash wet suit once a month. Each baby will be assigned a wet suit	Wet suit will be washed once a month and each child will be assigned a wet suit for outdoor play	L
Cleaning circle table in office.	M	Disinfection spray/Anti-Bacterial wipes	Ensure the table is cleaned after each use.	L



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Key Chart:

Risk is categorised as LOW: Look to reduce risk if practicable

Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately

Risk has been categorised as HIGH: Immediate action required to reduce the risk