

Reference: College Overall Risk Assessment: Reducing the Risk of Transmission of Covid-19 for staff, children and others for RESTORE phased planning 2021/21	Prepared by and date	Review Frequency
<i>The Aylesbury College Nursery has remained open throughout the restrictions for vulnerable children and children whose parents are key workers. The Nursery will continue to gradually increase its numbers from June 1st 2020 in line with government guidance. This is on the provision that we are satisfied that risks have been considered and protective measures to reduce the risk of transmission of COVID-19 are in place to accommodate an increased number of children and staff safely, and staffing levels maintain staff/children ratios. This risk assessment is a live document and will be kept under review and updated in line with changes required and/or new advice received</i>	Head of Early Years 26 th August 2021	See individual dated and/or as further government, public health and/or DfE advice is released

Risk Considered	Required Actions put in place to control the Risk	Has the Risk been adequately controlled or is Further Action Required?	Review by Principal and Planning Team
Moving around Nursery Maintain social distance of 2m's where possible	Aylesbury College Day Nursery Although there is no longer a requirement for 2m social distancing staff will be expected to stay 2 metres apart where possible to minimise the risk of passing the virus on to others. Staff will be expected to wear a face covering for all interactions with parents.	Control measures in place to reduce the risk of transmission	1 st October
Reception Area Receiving children and visitors	<ol style="list-style-type: none"> Nursery reception is open for the sole use of visitors to the children's centre or professional's visiting the nursery. All parents drop their children off at the main entrance with a senior member of staff Senior staff will be controlling entry to ensure only personal entitled to enter the premises will be permitted and will be wearing face shields due to the high number of personnel they will be in contact with. 	Control measures in place to reduce the risk of transmission	1 st October 2021
Children's Rooms	<ol style="list-style-type: none"> All equipment used will be sanitized when the children have finished using it and again at the end of the session before it is stored away. 	Control measures in place to reduce the risk of transmission	1 st October 2021

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	<ol style="list-style-type: none"> 2. Doors will be wedged open to minimize the times they need to be touched. Door handles will be sanitized throughout the day In the event of a fire evacuation the room leader will be responsible for closing windows and removing wedges from doorways. 3. Chairs will be wiped over when a child has finished using it 4. Tables will be wiped down regularly throughout the session. 5. All staff and children will wash their hands on arrival at the nursery and at reasonable intervals throughout the day using the recommended 20-second rule for effective hand washing. 6. All windows will be open to allow maximum ventilation throughout the session. 7. All rooms have their own supply of anti-bacteria solution, cloths, hand sanitiser wet wipes, mop, bucket, broom dustpan and brush to ensure the equipment is not been used across the building causing contamination. 8. Nursery will be deep cleaned at the end of the day all chairs, tables, surfaces, computers, light switches and sinks will be sanitised, carpet will be hoovered and the floors cleaned with bleach. 		
Toilets and bathrooms	<ol style="list-style-type: none"> 1. Children will be supervised when going to the bathroom. Toilets and sink area will be sanitised after every use. 2. Staff and children will follow the hand washing guidance immediately after accessing the toilet. 3. Staff toilets to be sanitised after every use 4. Promote the 'catch it, bin it, kill it' message to staff and children. 5. At the end of the day, bathrooms will be deep cleaned with bleach including the floor. 		1 st October 2021

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Sleeping and Rest Arrangements	<ul style="list-style-type: none"> 9. Beds and cots are separated by a distance of 2 metres ensuring that the children cannot touch each other when they are resting. 10. All bedding will be washed on a hot wash when the children have finished sleeping 11. All cots and beds will be sanitised when the children wake up, they will be left in the open for 24 hours to dry. 		
Sick Children	<ul style="list-style-type: none"> 12. Parents have been advised not to bring children to nursery if they or any of the family are displaying signs or symptoms of covid. 13. To ensure the nursery environment avoids contact with someone who is displaying symptoms of coronavirus (COVID-19), we will be excluding children with high temperatures or new and continuous coughs for a minimum of seven days unless they have a test that is negative. 14. Children who become unwell in our care will be placed in the isolation room with a member of staff whilst we wait for them to be collected ensuring both child's and staff health and well-being at all times. 15. When in the isolation room staff will be expected to wear PPE consisting of a facemask, face shield, disposable gloves and apron. 16. When the child has left the room, it must be fully cleaned, all areas to be cleaned with anti-bacterial spray and the carpet cleaned. 17. Any material equipment that the child has used will be put on a hot wash immediately. 18. Staff must remove their PPE in the room and dispose of it in a sealed bag, which will then be disposed of in the nappy bins. 		

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Food and Drink	<ol style="list-style-type: none"> 1. When preparing snacks for children only one member of staff is permitted into the kitchen at any one time and when they have finished they must wipe down all surfaces with anti-bacterial spray. 2. Children bring their own food to nursery therefore limited preparation for foodstuff is required in the nursery. 3. Children are given water and milk to drink throughout the day all the cups are sterilised in a Milton solution after use. 4. All equipment used for the lunch period will be sterilised in a Milton solution. 5. We use disposable face cloths for children when they have finished eating. 	Control measures in place to reduce the risk of transmission	1 st October 2021
<p>Reducing contact between people as much as possible</p> <p>Ensure that children and staff, where possible only mix in a small, consistent group</p> <p>Staggering arrival and leaving of children</p>	<ol style="list-style-type: none"> 6. The Nursery has four playrooms all staff and children have been allocated a playroom that they will be in at all times with a maximum of 32 children in each room at any one time. 7. The children's bathroom has been separated into two areas this will prevent children from different rooms coming into contact with each other. 8. We have three start and finish times in the nursery to ensure parents arrive at intervals, we have also asked all parent to remain in their car if they arrive early. 9. There are two-metre markers on the footpath to encourage social distancing when the parent's arrive. 	Control measures in place to reduce the risk of transmission	1 st October 2021
Staffroom, office and work stations	<ol style="list-style-type: none"> 10. There is no staff room in the nursery. 11. Work stations: Staff have been told to clean all telephones and computers when they have finished 	Control measures in place to reduce the risk of transmission	1 st October 2021

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	using them, anti-bacteria wipes and hand sanitiser have been placed beside the work station.		
Outside spaces	1. The outside space is to be used throughout the day each room having their own time slot all equipment is cleaned prior to the next room going out.	Control measures in place to reduce the risk of transmission	1 st October 2021
Shared Equipment	12. There will be no shared equipment for the time being in the nursery all equipment must remain in the room it is in. 13. Cleaning materials in playrooms, workshops and office for use on hard surfaces throughout the day	Control measures in place to reduce the risk of transmission	1 st October 2021
2. Infection Protection and Control Communication: health and safety advice and guidance	Clear floor markings and signage to guide people around the building to encourage social distancing and clear signage for exit and entrance Posters and notifications around the nursery on effective infection prevention controls and responsibilities Health and Safety Manager and Officer available to provide advice Overall College Risk assessment and control measures published on website, shared with staff and parents. Specific risk assessments and control measures communicated. Sharing of updated government, public health and DfE advice.	Control measures in place to reduce the risk of transmission	10 th Sept
Keeping the Nursery clean including frequency	14. Nursery staff to clean toilets after every use, clean equipment as soon as it has finished being used and wipe tables and chairs frequently. 15. The cleaner contractor has agreed that the nursery will be deep cleaned at the end of the day using bleach and anti-bacteria cleaning.	Control measures in place to reduce the risk of transmission	1 st October 2021

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	16. All bins to be emptied and rubbish to be disposed of outside the nursery. 17. The cleaner has been told not to remove equipment from the room all materials must be used in the room.		
Handwashing and Sanitiser	1. All staff and children will wash their hands on arrival at the nursery and at reasonable intervals throughout the day using the recommended 20-second rule for effective hand washing. 2. Staff are being encouraged to have a small bottle of hand sanitizer attached for emergency situations when they cannot access hand washing immediately. This is in no way to replace hand washing routines.	Control measures in place to reduce the risk of transmission	1 st October 2021
Protective Personal Equipment	PPE used in the normal course of work Staff will continue to wear PPE that they normally require for their role	Control measures in place to reduce the risk of transmission	1 st October 2021
Managing Symptoms Managing staff and children displaying symptoms of Covid-19 (New persistent cough, high temperature, loss of taste/smell)	Advise, staff parents and visitors that they will not be permitted entry to the nursery if they are displaying symptoms of Covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste The sensory room has been allocated for individuals who become unwell on-site with covid-19 symptoms and need direct care until they can return home First aiders and/or supervising adult in this situation where 2m cannot be maintained will be provided with disposable gloves, fluid resistant masks, disposable gloves Waste disposal and handwashing/or hand sanitiser facilities will be in place	Control measures in place to reduce risk of transmission	1 st October 2021

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	<p>Area will be thoroughly cleaned after use</p> <p>Staff and children will be requested to take a covid test, and inform the College of the results</p>		
<p>4. Managing Symptoms</p> <p>Contact Tracing and Self-Isolation</p>	<p>From 16th August 2021, children under the age of 18 will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact. They will be provided age appropriate testing advice</p> <p>Adults (18 years and 4 months upwards) who are fully vaccinated (both doses) for at least 14 days will not have to self-isolate if they come into contact with a positive COVID case, and will be advised by NHS Track and Trace on PCR testing</p>	Control measures in place to reduce risk of transmission	1 st October 2021
<p>4. Managing Symptoms</p> <p>The College becomes aware/notified that someone in the College has tested positive for COVID-19</p> <p>DfE Helpline: 0800 0468697</p>	<p>The Nursery will immediately follow the Government, Public Health and DfE guidance for a positive case in schools and colleges</p> <p>The Nursery will follow the required actions 'Management of Confirmed Positive Case' Roles and Responsibilities</p> <p>The Health and Safety Manager will work with the notifying Manager/Director to contact the DfE helpline on 0800 0468697 (see latest guidance) immediately</p> <p>The DfE will provide the nursery with the actions that are needed to be taken</p> <p>Close contacts will be identified by NHS Test and Trace, and education settings will no longer be expected to undertake contact tracing</p>	Control measures in place to reduce risk of transmission	1 st October 2021

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	Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact		
Staff and children mental health and well-being	<p>Absence due to physical or mental health medical conditions will be managed within normal practices</p> <p>Managers and/or human resources will work with individual members of staff who may be anxious to overcome concerns</p> <p>Human resources will provide information on College mechanisms that can provide support for mental health and well-being</p> <p>A ‘working together’ ethos to share and address concerns, keep actions under review and communicate new advice as received</p> <p>For children: Parents have all been sent a book especially written for children to help them understand what coronavirus is and how we could look after each other.</p>	Control measures in place to reduce the risk of transmission	1 st October 2021
Staff with caring responsibilities due covid-19 pandemic outside of usual practices (e.g.; children not returned to school)	Managers will work with individual members of staff with caring responsibilities due to covid-19 in this period to make reasonable adjustments according to individual circumstances	Control measures in place to reduce risk of transmission	1 st October 2021
Managing Parents, Contractors and Visitors	<p>All communication with parents will be either Tapestry our on line learning journal, e-mail, letter or telephone conversations.</p> <ol style="list-style-type: none"> 1. Signage: we have put signs and painted lines outside the nursery asking parents to observe the 2 meter guidance 2. Contractors; Contractors in general visit the nursery after business hours in order to avoid any difficulties 	Control measures in place to reduce the risk of transmission	1 st October 2021

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	<ol style="list-style-type: none"> 3. Visitors: We have created a virtual tour of the nursery to send out to prospective parents this will prevent unnecessary number of people accessing the building. 4. If a face to face meeting is required for example to check on the welfare of a child this will be done in the reception area as you cannot directly access the nursery from this area meaning visitors will not unnecessarily come into direct contact with staff or children. 		
Providing health and safety advice and guidance	<ol style="list-style-type: none"> 1. All parents have been given a copy of our updated sickness, Health and safety policy. 	Control measures in place to reduce the risk of transmission	1 st October 2021
Accidents, security, emergencies e.g.: fire evacuations, first aid call outs	<ol style="list-style-type: none"> 1. Accidents: Staff will continue to wear PPE as was prior to covid 19 and first aid will be administered as we have always carried it out. 2. Security: it will not be necessary to change the security procedures in the nursery. 3. Fire evacuations: We will continue to access call point C ensuring the children are kept at a 1-metre distance at the assembly point where it is safe to do so. 4. First aid call outs: the nursery staff are paediatric first aiders so it will not be necessary to call anyone to the building. 	Control measures in place to reduce the risk of transmission	1 st October 2021