

Reference: College Overall Risk Assessment: Reducing the Risk of Transmission of Covid-19 for staff, children and others in preparation for widening Aylesbury College Nursery opening from 1st June 2020	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 28/5/20	See individual dated and/or as further government, public health and/or DfE advice is released

October updates are highlighted in red.

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Moving around Nursery Maintain social distance of 2m's where possible	<ol style="list-style-type: none"> It is not possible to have a one-way system in place, as there is only one way in and out, as we are managing the arrival and departure of the children we will ensure the 2-metre rule is adhered to. Children do not have any access to corridors or walkways. 	We are currently looking at putting a barrier across the nursery car park so that we can introduce a one-way system on the 7 th of September when the children numbers will increase to ensure the safety of the children during arrival and departure. (Premises department is investigating the best materials/ resources for this)	Reviewed 05 th October 2020 Barrier system cutting car park is working well. We are keeping the children safe whilst maintaining a one-way system.
Reception Area Receiving children, visitors, post	<ol style="list-style-type: none"> Nursery reception has been reopened due to not having sufficient lighting in the playground I have decided it will be the safest route for children and parents. 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. Staff on duty in the playground accepting the children will have hand sanitiser to enable them to frequently 	<ol style="list-style-type: none"> There has been 2 metre markers placed on the ground to allow for social distancing. 	Reviewed 05 th October 2020. We have reversed the one way system parents have been made aware that they have not to enter the building children will be

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	<p>clean their hands and when they re-enter the nursery they will wash their hands.</p> <ol style="list-style-type: none"> 4. Senior staff at the entrance to the playrooms accepting the children and passing them to staff inside the room where the children will be registered. 5. There will be no visitors permitted in the nursery during this pandemic. 6. 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 unnecessary come into direct contact with staff or children. 		<p>taken from the parents at the front door and taken to their room. Reviewed 23rd September 2020 We now have a QR code for the nursery, any visitors are being asked to scan in.</p> <p>After every child has entered the reception area all door handles are cleaned with antibacterial. 13th August 2020. A hand sanitiser station has been placed outside of the front door with a sign asking everyone to sanitize his or her hands before entering the building. We have placed a screen up highlighting that it is our aim to keep everyone safe and asking him or her</p>

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			to follow the Covoid guidance, which is printed, on the screen. Notice on the front door asking people not to enter if they have symptoms of covoid.
Children's Rooms	<ol style="list-style-type: none"> 2. A large amount of equipment has been removed from the playroom to minimise the risk of cross contamination. This will also allow adequate space for children and staff to be more that 2 metres distanced from each other. 3. 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. 4. 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. 5. Chairs will be wiped over when a child has finished using it 6. Tables will be wiped down regularly throughout the session. 7. All staff will maintain the social distancing from each other within the playrooms as far as reasonably possible in terms of caring for the children. 8. 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. 9. Covered tissue bins with disposable bags have been placed in the playrooms alongside tissues and wet 	17. 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.	

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	<p>wipes so that the children can dispose of tissues quickly. After cleaning noses all children will be taken to have their hands washed. Bins will be emptied at least twice a day more frequently if they become to full</p> <ol style="list-style-type: none"> 10. Posters have been displayed on all doors, sinks and bathrooms to remind people to wash their hands with guidance on how to carry it out effectively 11. All windows will be open to allow maximum ventilation throughout the session. 12. All rooms have their own supply of anti-bacteria solution, clothes hand sanitiser wet wipes, mop, bucket, broom dustpan and brush to ensure equipment is not been used across the building causing contamination. 13. 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. 14. Children’s pegs have been moved to the room they will be using to ensure there is no requirement for them to leave the room 15. Parents have been asked to bring a small bag containing a set of clothes and a sun hat that must stay in the nursery to prevent large amounts of accessories arriving on a daily basis. No toys or unnecessary equipment to be brought in from home. For example no drink bottles. 16. All children must use our equipment for eating and drinking when they have finished their meal equipment will be cleaned on a hot setting in the dishwasher. 		

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Toilets and bathrooms	<ol style="list-style-type: none"> 1. Toilets can be accessed by a maximum of two children at any one time. 2. Children will be supervised when going to toilet and when they have finished toilet and sink area will be sanitised after every use. 3. Staff and children will follow the hand washing guidance immediately after accessing the toilet. 4. Disposable hand towels are available in all areas when they are finished with they will be disposed in a covered bin which will be emptied middle and end of the day. 5. Staff toilets to be sanitised after every use 6. At the end of the day bathrooms will be deep cleaned with bleach including the floor. 		
Sleeping and Rest Arrangements	<ol style="list-style-type: none"> 18. Beds and cots are separated by a distance of 2 metres ensuring that the children cannot touch each other when they are resting. 19. All bedding will be washed on a hot wash when the children have finished sleeping 20. All cots and beds will be sanitised when the children wake up, they will be left in the open for 24 hours to dry. 21. Carpeted area will be hoovered after the rest period is over. 		
Sick Children	<ol style="list-style-type: none"> 22. Parents have been advised not to bring children to nursery if they or any of the family are displaying signs or symptoms of covid. 23. 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. 24. Children who become unwell in our care will be placed in the isolation room with a member of staff whilst we 		

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	<p>wait for them to be collected ensuring both child's and staff health and well-being at all times.</p> <p>25. When in the isolation room staff will be expected to wear PPE consisting of a face mask, face shield, disposable gloves and apron.</p> <p>26. When the child has left the room it will be fully cleaned all areas to be cleaned with anti-bacteria and the carpet cleaned.</p> <p>27. Any material equipment that the child has used will be put on a hot wash immediately.</p> <p>28. 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.</p>		
Food and Drink	<ol style="list-style-type: none"> 1. 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 with anti-bacteria all surfaces. 2. Children bring their own food to nursery therefore limited preparation for foodstuff is required in the nursery. 3. We have asked parents not to bring drink containers to nursery unless they are disposable to limit the amount of equipment lying around the playrooms 4. Children are given water and milk to drink throughout the day the cups will be cleaned on a hot setting in the dishwasher. 5. Children seated for lunch will be four to a table as opposed to 8 to reduce the risk of them touching other people's food. 6. All equipment used for the lunch period will be cleaned on a hot setting in the dish washer. 7. We use disposable face cloths for children when they have finished eating. 		

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<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>	<p>8. 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.</p> <p>9. Children will enter and leave via the door that is in their playroom and will have no access to any other areas of the nursery.</p> <p>10. Children's bathroom has been separated into two areas this will prevent children from different rooms coming into contact with each other.</p> <p>11. 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.</p> <p>12. We have two-metre markers on the footpath to encourage social distancing when the parent's arrive.</p>		
<p>Staffroom, office and work stations</p>	<p>13. There is no staff room in the nursery.</p> <p>14. Staff have previously used the kitchen for their rest period this has now been withdrawn all staff have been told they cannot use it.</p> <p>15. Work stations: Staff have been told to clean all telephones and computers when they have finished using them, anti-bacteria wipes and hand sanitiser have been place beside the equipment</p>		
<p>Outside spaces</p>	<p>1. The outside space is to be used throughout the day each room having their own time slot all equipment to be cleaned prior to the next room going out.</p>		
<p>Shared Equipment</p>	<p>16. There will be no shared equipment for the time being in the nursery all equipment must remain in the room it is in.</p>		
<p>Keeping the Nursery clean including frequency</p>	<p>17. Nursery staff to clean toilets after every use, clean equipment as soon as it has finished being used and wipe tables and chairs frequently.</p> <p>18. Spoken with the cleaning contractor and the nursery will be deep cleaned at the end of the day using bleach and anti-bacteria cleaning.</p>		

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	19. All bins to be emptied and rubbish to be disposed of outside the nursery. 20. 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.		
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	1/6/20
	PPE used for carrying out care routines where PPE may already be used The College's usual practices will continue and as a result individual EHCP's and/or risk assessment	Control measures in place to reduce risk of transmission	12/6/20
Government advice, May 11th 2020 Wearing a face covering or face mask in schools or other settings is not recommended. Face covering may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops. This does not apply to schools or other educational settings. Schools, education or childcare settings should therefore not requires staff, children or students to wear face coverings. Changing habits, cleaning and hygiene are effective measures in	Face Covering There are no requirement for face coverings or masks on nursery premises	Control measures in place to reduce risk of transmission	12/6/20
	PPE for dealing with a child, member of staff or other who is unwell with coronavirus symptoms on-site, and needs direct care, and social distance cannot be maintained 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	Control measures in place to reduce risk of transmission	8/6/20

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controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstances by those who may not be able to handle them as directed (eg; children, or those with special education needs or disabilities) as it may inadvertently increase the risk of transmission	Waste disposal and handwashing/or hand sanitiser facilities will be in place		
Managing staff, students and other displaying symptoms of Covis-19	<p>Advise, parents, staff and others that they or children will not be permitted entry to College if they are displaying symptoms of covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste</p> <p>The nursery has a dedicated room for staff, children or others who become unwell on-site with covid-19 symptoms and need direct care until they can return home</p> <p>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</p> <p>Waste disposal and handwashing/or hand sanitiser facilities will be in place</p> <p>Clear instructions will be displayed in the room</p> <p>Anyone over the age of 5 years with symptoms will be advised to access the test for COVID-19 for contact tracing if required</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Further actions: to sign up for access to testing facilities</p> <p>To engage with test and track when available</p>	8/6/20
1. Shielded Staff and Students	<p>From 1st August shielding has been paused</p> <p>To identify staff and students that fall into these categories, carry out individual discussions and risk assessment in line with government advice</p>	<p>Control measures in place to reduce risk of transmission</p> <p>Reviewed 13/8/20 – updated</p>	vulnerable’ (advised by clinician letter)²⁽¹⁾

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Shielding as 'clinically extremely vulnerable' (advised by clinician letter) ^{1[1]}		Keep individual risk assessments and actions under review as advice changes	
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 were all sent a book especially written for children to help them understand what coronavirus was and how we could look after each other.</p> <p>We are providing activities for children to support them with separation anxiety.</p> <p>During the pandemic, we have been sending activities home to parents to carry out with the children.</p> <p>Parents have been sending responses back via our on line tapestry keeping us up to date with their child's development.</p>	Control measure in place	12/6/20
Staff with caring responsibilities due covid-19 pandemic outside of usual practices (eg; 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 measure in place	8/6/20

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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. I have asked that only one person drops off and collect children including not bringing siblings to the nursery where it is possible. 3. Contractors; Contractors in general visit the nursery after business hours so that will not cause difficulties 4. 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. 5. 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 unnecessary come into direct contact with staff or children. 	<p>Control measures in place to reduce risk of transmission</p>	<p>We have had to have physiotherapist in the nursery to carry out treatment on children they have signed in using the QR code and been issued with appropriate PPE</p>
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. 2. I sent a letter out detailing the changes we had to make in the nursery to ensure the health and safety of children and staff in the nursery. 		

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<p>Accidents, security, emergencies eg: fire evacuations, first aid call outs</p>	<ol style="list-style-type: none"> 1. Accidents: Staff will continue to wear PPE as was previous to covoid 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. 		<p>Children been kept apart for 2 metres is not practical in a fire evacuation procedure. Individual rooms will be kept 2 metres apart to ensure the room bubbles are maintained.</p>