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| **RISK ASSESSMENT FOR:** | | **Coronavirus COVID-19 Pandemic** |  |
| Name of Organisation  **Morecambe Day Nursery** | Assessment by  **Dawn Hepburn & Emma Buck** | Date of Risk Assessment  **28/05/2020 / Updated 17/05/2021**  **Updated 01/09/2021** |
| Details of Risk Assessment  **Risk assessment for Morecambe Day Nursery re-opening to children from Monday 1st June 2020, with a phased re-opening schedule. This assessment looks to cover risk to children in attendance and staff working within the Nursery.** | | | Review Date  **Ongoing as developments/advice changes** |

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| **Hazard or Risk** | **Who is at Risk** | **Level of Risk** | **Changes we have made** | **How this helps** |
| **Coronavirus COVID-19** | All | Medium | COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.  COVID-19 spreads through droplets from an infected person to a non infected person. These droplets are primarily spread through coughing and sneezing. Effective hygiene protocols and social distancing are effective in reducing the transmission of COVID-19.  **Treatment**  There is currently no specific treatment for coronavirus.  Although there remains no cure for COVID-19 once contracted, treatments for the virus have improved since the outbreak of the pandemic and medications to help fight the virus have been proven to work.  Treatment aims to relieve the symptoms while your body fights the illness.  Antibiotics do not help, as they do not work against viruses.  You'll need to stay in isolation, away from other people, until you have recovered.  Update 17th May 2021  The UK Vaccine Rollout has seen a huge uptake in the COVID-19 vaccine which has reduced hospital admissions and deaths dramatically. Although COVID-19 is still present within the community throughout the country, daily cases have reduced enough to allow for a national easing of restrictions (from 17th May 2021). In line with this national easing of restrictions, Morecambe Day Nursery will ease restrictions within the setting, where possible and where deemed appropriate at this time.  We are aware that the new COVID-19 variant B.1.617, otherwise known as the Delta variant is now within the United Kingdom has overtaken the dominant B.1.1.7 variant in the UK.  It is still thought that the vaccine is effective against the new variant, and therefore we continue to ease restrictions in line with government guidance.  Update 1st September 2021  As we go forward into the Winter Cold/Flu season, we should continue to remain vigilant and have strict hygiene protocols. | Adhere to Morecambe Day Nursery’s COVID-19 Policy to control the spread of coronavirus. |
| **Maintaining Adequate Ratios** | All | Low | Ratios will be maintained by ensuring there is at least one staff member more than necessary to ensure this hazard does not cause harm. There is a very low risk that this would be a possibility during the phased re-opening.  Update 17th May 2021  All EYP staff have returned from work from Furlough. One member of staff has returned from work following maternity leave, another is still on maternity leave. We are actively recruiting. | If a staff member becomes ill, a different staff member will need to be taken off furlough in order to cover the duties of the ill practitioner.  Update 17th May 2021  Supply agencies have been used to cover any staffing gaps and will continue to be used, however we hope the recruitment process will be successful. |
| **Staff Shortages** | All | Low | If staff shortages occur due to illness or self-isolation, other staff members will be taken off furlough leave in order to cover the duties of the ill practitioner. This would not cause harm.  Update 17th May 2021  Any staff shortages will be covered internally in the first instance and where possible. If this is not possible, supply staff will be brought in to ensure adequate ratios. Where possible supply staff will be those used previously, will be familiar with the children, the setting and our policies and procedures.  Update 1st September 2021  Following recruitment we now have a full staff team meaning most absences should be covered internally. | Ensure staff are contacted regularly and are aware they may be asked to return to work at very short notice.  Update 17th May 2021  Although using supply staff is not the most ideal option, when short staffed due to illness it is necessary. By requesting staff who have been before, know the children and the setting, it makes any changes easier for the children. All supply staff are following the same government guidelines in regard to illness and isolation with covid symptoms. |
| **Child/Practitioner becomes unwell** | Particular room or ‘bubble’ | Medium | If a child or practitioner becomes unwell with COVID-19, they could pass it to all within their room. | Adhere to Morecambe Day Nursery’s COVID-19 Policy to control the spread of coronavirus. |
| **Providing meals and maintaining allergy information** | Children with allergies | Low | Children will bring their own lunch from home, so this should not cause any harm.  As snacks and food provided by Morecambe Day Nursery will be different to regular menus, there may be new products that children could be allergic to. | Ensure parents/carers are informed of their responsibility to keep allergy information updated.  Staff to check allergy sheets prior to serving snacks. |
| **Disruption of key person system** | All | Low | Safeguarding issues could arise if staff are working with children and families they are not as familiar with.  Update 17th May 2021  All staff have refreshed their safeguarding knowledge with a Level 1 Safeguarding Course, and 6 members of staff are now trained as Level 2 Designated Safeguarding Leads. All staff are aware of how important it is to be vigilant for signs of abuse currently, and they understand their responsibility to record and report any concerns in line with our safeguarding policy.  Update 1st September 2021  Continue to ensure children have a key worker at all times, and that key workers are managing their workload. If a staff member is forced to isolate and is therefore off for a period of time, their key children will be monitored by other Early Years Practitioners. All staff have a current Level 1 Safeguarding Certificate, and all safeguarding concerns shared with Management. | The Manager and Deputy Manager are both returning to work and are designated safeguarding persons. They will ensure children are safe and will increase vigilance for all in attendance.  Update 1st September 2021  If a staff member is off due to illness, then the room leader (or Manager/Deputy where the Room Leader is absent) should oversee the monitoring of their key children until they return. |
| **Children not yet attending** | All | Low | Safeguarding issues could arise for families that are not attending Nursery and are not currently working with additional outside agencies due to lockdown.  Update 17th May 2021  All children are now attending Nursery as they were pre-covid. Any absences are dealt with following our safeguarding policy and procedures. | Manager to contact all parents/carers of children not in attendance weekly in order to keep in touch.  Update 17th May 2021  If a child will be absent from their session, the parent/carer should contact. If no contact is received, they will be contacted by the Manager to find out a reason for the absence. |
| **Reducing numbers and maintain bubbles** | All | Medium | Children will be attending within their usual rooms. These rooms will become their bubbles. If a child or staff member becomes ill, that whole bubble will need to isolate as per our COVID-19 policy.  Update 17th May 2021  Children will continue to play in their usual room (Pre-School/2-3/Baby) however mealtimes will now be mixed. Pre-School and the 2-3 Room will come together for lunch and tea, as this reduces impact on staffing and helps to maintain ratios. Should a case of COVID-19 be detected in the setting, all children who were in contact with the child will need to isolate.  Update 1st September 2021  Children will still spend the majority of the time with their age group, however it is noted that mixing with age groups is positive for child development and should be done within the setting. Children may be mixed during mealtimes to encourage good relationships within the entire setting. | Staff to not mix between rooms and keep social distancing measures in place. Children to only play with those in their room or ‘bubble’.  Update 17th May 2021  Staff should continue to social distance where possible. The Nursery rooms are large, and it is possible for staff to keep distanced.  Update 1st September 2021  Social distancing is crucial in stopping the spread of the virus and therefore staff should be mindful to distance, especially those who have chosen not to be vaccinated. |
| **Contaminates entering Nursery** | All | Medium | * Parents/Carers must drop children off in the outdoor area and must not enter Nursery. * Staff and children to come to Nursery clean and are encouraged to wash their clothes/uniforms when they go home each day. * Hot lunches are postponed. All children to bring a packed lunch in a box which can be sanitised prior to being placed in the fridge. No drinks bottles to be brought in, unless for lunchtime. Bottle must be able to be sanitised. * No toys should be brought in to nursery at this time.   Update 17th May 2021  Hot meals will commence from September 2021 should demand be high enough.  Update 1st September 2021  Hot meals did not have enough interest so have been postponed. This will be looked at again in January 2023. | All points reduce the risk of contaminates entering Nursery. Nursery is cleaned each day at the end of the day. |
| **Arrivals and Departures** | All | Low  Update 17th May 2021  Parents/Carers entering the setting increases the risk. By adhering to social distancing and wearing a face covering, the risk remains Medium. | All children must enter the Nursery via the outdoor area. No parents/carers are permitted entry into the building. Please refer to map in COVID-19 policy in relation to when and how the gates will be opened for drop off and pick up.  Any child that will not enter Nursery on their own due to being distressed will be encouraged to calm down by a member of staff. The parent/carer can stay with the child outside until they settle. If a child needs to be brought into Nursery, the parent/carer will be asked to put the child down (where appropriate) so the staff member can collect the child.  Any accident forms/other paperwork will be placed in a plastic wallet and left on an outdoor surface to be signed. The form will be placed back in the wallet and the wallet will be sanitised by a member of staff before placing it in the folder.  Update 17th May 2021  The current drop off and collection procedure is working well. We believe for Pre-School children it is working as a brilliant way to help with the transition to school and being dropped off in the playground when they start Reception. We understand that for the younger children, especially the Babies, and for new starters, being dropped off in this way can be difficult. Although the system for drop off and collection remains the same following these updates, if a child, particularly a younger child, is distressed and will not leave their parent or carer, then they may accompany the child into the setting in order to hand them over. If this occurs, the parent/carer must be wearing a mask, must remain socially distanced from staff and children that are not their own and they must not be presenting with any COVID-19 symptoms.  Update 1st September  Going into the Winter, we feel the safest option moving forward is to keep this drop off and collection procedure the same. It is working well. We may have to look at this again when the weather worsens. | Reduces contacts between adults.  Update 17th May 2021  In circumstances where a child is upset and does not want to leave their parent or carer, the parent or carer can now accompany the child into the setting. If doing this, they must sanitise their hands, where an appropriate face covering, keep socially distanced from the staff and children that are not their own and they should aim to leave the child as soon as practically possible.  Update 1st September  This procedure remains unchanged however it is possible as the weather worsens that this may need to be reassessed. |
| **PPE** | All | Low | PPE will not be used more than recommended by UK government, and will not be used more than pre-COVID times unless a case is Nursery is suspected.  Face masks will only be used if a child is suspected of having COVID-19 and is isolated with a staff member within close proximity. If this happens, aprons will also be worn.  PPE may be worn if a child was upset and needed to be taken from a parent. If this occurred a staff member could wear an apron, gloves and a mask; however personal judgement should be used as to whether this PPE would further distress the child. | Reduces the risk of COVID-19 being passed to staff members in cases where it is suspected a child may have it.  Otherwise, these measures have been implemented to keep Nursery and the staff as ‘normal’ as possible. |
| **Social Distancing** | All | Medium | All staff should maintain social distancing measures, regardless of whether a member of staff is in your bubble or not.  Staff should not mix with people not in their bubbles. Different toilets should be used where possible, and toilet areas should be sanitised after each staff member has used them.  Staff cannot be expected to social distance from the children, especially those under 2. Staff should use their own judgement, and seek guidance from the Manager if they are unsure how to handle any situation which may worry them.  Social distancing is unrealistic for the children. They will play as normal in their rooms/bubbles however personal hygiene will be constantly reinforced and where children are able to understand, social distancing will be encouraged. | Maintains a normal environment for the children whilst protecting the staff from each other. |
| **Cleaning contaminates on surfaces, objects and skin** | All | Medium | * High touch areas to be sanitised regularly throughout the day (such as door handles and taps). * Reduction/Removal in soft furnishings. Rugs to be sprayed with antibacterial spray at end of each day and left to dry overnight. * Any bedding/blankets should be washed after each use. * Staff and children should wash hands regularly for 20 seconds with hot water and antibacterial soap. * Paper towels to be used as normal for drying hands. These should be disposed of in the relevant room bins. * The Nursery will be continued to be cleaned by R&B Cleaning at the end of each day. | Reduces the risk of passing any illnesses on through good hygiene measures. |
| **Plates, Bowls and Cups** | All | Low | All plates, cups and bowls are to be washed in the dishwasher on a hot wash after each use. |  |
| **Passing on the virus from infected people** | All | Medium | Follow the COVID-19 Policy in regard to infection control.   * Families openly not observing social distancing will not be admitted to Nursery. * Families with visitors will not be admitted to Nursery. * Staff and Families should follow government guidelines on gatherings. Failure to do this will result in not being admitted to Nursery. * Staff coming to Nursery on public transport will be encouraged to wear a face covering. * We recommend all staff receive the Coronavirus vaccination, however understand that staff may have personal reasons why they wish to refuse the vaccine.   Update 1st September 2021  78.57& have had 1 vaccination. 71.43% of staff are double vaccinated.  21.43% of staff have refused the COVID-19 vaccine. | By observing government guidelines, it reduces the risk of transmission of the virus. |
| **Continuous Provision** | All | Low  Update 17th May 2021  Medium | At this time sand, water and playdough will be removed from the setting to avoid cross contamination. This will be reviewed regularly.  Update 17th May 2021 – In line with the National restrictions easing, we have made the decision to reintroduce these resources into the setting. Children will continue to be instructed to wash their hands regularly and good hygiene practises will remain a priority. Water will be used with antibacterial soap where possible, and playdough and sand will be changed regularly. | Reduces the risk of cross contamination.  Update 17th May 2021  We feel the benefit of using these resources outweighs the risk at the present time. This will be reviewed regularly. |
| **Virus being transmitted in the air** | All | Medium | Where possible outdoor play will be encouraged. Toys will not be mixed between bubbles unless they are thoroughly sanitised first. Bubbles will be kept separately and will play outdoors separately.  Sunscreen will be reapplied by staff at lunchtime for those children attending Nursery all day. Staff will wear gloves and children should bring their own sunscreen.  Update 1st September 2021  The decking area is always used ‘weather permitting’ meaning children have the opportunity to play indoors and outdoors. Having the door open to the outdoor area, improves ventilation within the room and helps stop the spread of the virus. Windows should be open daily, to allow good levels of ventilation. | Reduces the risk of possible air droplet contamination. |

**This risk assessment should be read in conjunction with the COVID-19 policy, and is not a standalone document. This risk assessment will be updated periodically in order to reflect the current situation.**