

Purpose of assessment	COVID19			Date carried out:	October 2020	
Hazard	Risk-who is at risk	Priority - low, medium, high	Action taken	Person Responsible	Date Completed	Follow up action
Suspected case of COVID19 or Kawasaki in setting (staff or child)	Staff, children and families	Medium	<p>If anyone becomes unwell with a new, continuous cough or a high temperature, loss of smell or taste, they must be sent home and collected <i>immediately by a member of their household</i> and follow the COVID19: Guidance for households with possible infection guidance.</p> <p>A child awaiting collection will be moved to a room where they can isolate alongside a staff member and to maintain safeguarding guidelines we will ensure another member of staff is visible. Where possible we will open a window within this space for ventilation. The staff member caring for the child will be wearing a face mask, gloves and an apron.</p> <p>If they need to go to the toilet or need a nappy change while waiting to be collected then they will be taken to a separate bathroom. We will ensure that the bathroom is cleaned and disinfected, before it is used by anyone else.</p> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone who is unwell with a new continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or subsequently the child tests positive. The staff member should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The area where they infected person has isolated will need to be cleaned using disinfectant as this will reduce the risk of passing on the infection to other people. See the COVID-19: Cleaning of non - healthcare settings and guidance.</p>	All Staff	May 2020 – Ongoing	

Exposure to COVID19 during drop off and collection (Handover Periods)	Staff, children and families		<p>Tell children, young people, parents, carers or any visitors, not to enter the setting if they are displaying any symptoms of coronavirus (following COVID19: Guidance for households with possible infection guidance).</p> <p>On arrival and departure to the setting there will be no parking in the concrete car park, instead parents to use woodland area. Upon arrival parents/carers will be asked to use the marked spots along the edge of the building to maintain social distancing (2 metres apart). A member of staff will acknowledge the parent and will radio to the appropriate member of staff to collect your child or bring them out to you. When exiting the courtyard parents to turn right and walk along the back edge of the fence to car.</p> <p>During this time we will not be allowing parents carers inside the setting as per government guidelines. We will be minimising face to face adult interaction therefore handovers will be quick. If a parent requires more information then we ask parents to email into the office, the same consideration will be given in return. At this time we will not be offering a daily diary book.</p> <p>Tell parents that the children will not be able to bring in teddies, toys, blankets etc from home.</p> <p>Tell parents/careers that only parent or career accompany them to the entrance and adults should not gather at the entrance gates, doors or site in order to minimise the spread of COVID19.</p> <p>Upon arrival your child will taken inside and straight to the sink to have their hands washed, supported by a practitioner. The member of staff will also wash their hands for 20 seconds as per government guidance.</p>	Parents and all staff	June 2020 – ongoing	
Minimising spread of COVID19 within setting: <i>Visitors within the setting</i>			<p>Following the Actions for Early Years Guidance we will be limiting the number of visitors to the setting.</p> <p>For prospective parents we will be offering a virtual tour or a show round at times where children and staff numbers are low or at the end of the day. Where possible we will remain in our outside learning spaces whereby ventilation is better.</p>		June 2020 – ongoing	

			<p>On arrival to the setting, visitors will be asked whether they or any person in their household has tested positive to COVID19 or whether they have returned from a country which is on the current quarantine list. If they answer yes to any of these questions then they will be unable to enter the premises. We will ask for the visitors contact details so that we would be able to contact them in the event of a positive COVID case within the setting.</p> <p>Ensure social distancing measures are followed consistently, for example, 1m plus ruling.</p> <p>Before entering the building the visitor will be asked to anti bac their hands and to wear a face mask at all times during their visit. We are apply to supply antibac and medical facemasks to visitors.</p> <p>If during the visit the visitor exhibits any of the COVID symptoms then we will request for them to leave the setting and seek a test. This is in line with the current (following COVID19: Guidance for households with possible infection guidance).</p>			
<p>Minimising spread of COVID19 within setting:</p> <p><i>Social distancing and grouping</i></p>	<p>Staff, children and families</p>		<p>All children will be allocated into a small groups led by an assigned member of staff. We will ensure that the children stay within these groups or bubbles at all times of the day and different groups or on subsequent days, see rotas.</p> <p>During this period, rooms and small groups will not be mixing therefore to ensure that small groups remain in their allocated areas, we will be closing stable doors at the bottom and for visibility keeping the top of the door open.</p> <p>We will also not be offering free flow opportunities for the children. Instead the children will be offered allocated time in the garden both in the morning and afternoon. Timetable to be completed to support this. This will take place in their small groups/bubbles. After each group has used the garden facilities the management team will clean all of the surfaces before the next group is able to enter. At this time the children will not have access to the climbing facilities in the garden and other resources will be removed.</p>	<p>The Management Team</p> <p>All Staff</p> <p>The Management Team</p>	<p>May 2020</p> <p>June-ongoing</p> <p>May 2020-ongoing</p>	<p>Updated: October 2020 Following Annual Conversation with Karen Laws, KSCC we will be joining two off the bubbles for dinner at the end of the day due to the number of children being low at that time. As always we will ensure that cleaning of areas is regular in line with our COVID policy.</p>
<p>Minimising spread of COVID19 within setting:</p>	<p>Staff, children and</p>		<p>Clean surfaces that staff and children are touching, such as, toys, books, tables, chairs, doors, sinks, toilets and light switched, more regularly than normal.</p>	<p>All staff</p>	<p>May 2020 - ongo</p>	

<p><i>Cleaning and Hygiene</i></p>	<p>families</p>		<p>All staff and children to frequently wash hands with soap and water for 20 seconds and dry thoroughly, following guidance on hand cleaning. Provide staff and children with resources to support hand washing within the setting.</p> <p>Staff and children (where possible) to use tissue and elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p> <p>Bins to be emptied throughout the day.</p> <p>Ensure that all children are supported with washing their hands.</p> <p>Butchers flaps to be removed from room doors, windows and doors to remain open to provide ventilation. Where safe to do so, doors to be prop open. Remove soft furnishings, soft toys, toys that are hard to clean as well as unnecessary items from room and outside provision and store it in manic monsters.</p> <p>Staff to complete COVID19 & Infection controls training to support understanding of procedures.</p>	<p>Directors & Management Team</p> <p>All staff</p>	<p>May 2020</p> <p>May 2020</p>	
<p>Minimising spread of COVID19 within setting: <i>Food Preparation, snack and mealtimes.</i></p>	<p>Staff, children and families</p>		<p>Meals to be prepared the kitchen by a member of the kitchen staff. Meals to be placed on trolley and then wheeled over to room entrance where a member of staff member will collect from door. Middle rooms food will be wheeled to the outside door.</p> <p>Staff to wash hands before handing out food; Blue aprons and gloves to be worn at mealtimes by all staff. Staff to dish children's and provide individual portion. Children to have lunch in their individual bubbles. Before and after eating table top must be cleaned in antibac, following instructions.</p> <p>Staff to support children with washing hands before and after meal times.</p>	<p>Kitchen Staff and all nursery staff</p>	<p>June 2020 - Ongoing</p>	

			Rooms to be provided with their own toaster and kettle to ensure that small groups are not mixing bubbles.			
Minimising spread of COVID19 within setting: Use of Bathrooms			Children and staff in the baby room children to use the baby room toilet/nappy changing facilities. Toddler room, place nappy changing unit into room to self contain bubble. Preschool room, staff and children to use the disabled toilet. Children to be supported by a member of staff. Handles on door and taps to be cleaned with antibacterial spray each time the bathroom is used, before anyone else uses it.			

1. Description of Task: Use of Lateral Flow Test Kits at home. Lateral Flow Antigen testing is used to estimate the incidence and prevalence of COVID19 in Nursery staff and families. It involves the processing of human nasal swabs, throat swabs, or sputum samples with a Lateral Flow Device (LFD). The testing is voluntary and should take place twice weekly at home (3-4 days apart). The LFD test kit uses immunochromatography, which draws the sample along the device in a similar way to a home pregnancy test kit. LFDs are designed to be used outside a formal laboratory setting and is used for testing asymptomatic people.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L?
Failure to engage staff and pupils in the LTF testing programme	Poor participation may result in increasing transmission	-Nursery promotes the use of Lateral Flow (LFT) test kits - All employees are encouraged to participate - LFD tests are approved				

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Failure to obtain consent from those being tested	employees Failure to follow agreed Standard Operating Procedures and breach of data protection protocols	<ul style="list-style-type: none"> - Participation in home testing is voluntary and by consent. Those staff unwilling to take home tests and who do not display symptoms can attend work. - Participants are advised of how the test data will be used and have received a copy of the relevant privacy notice 				
Test participants displaying symptoms are advised to take the wrong type of test	Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<ul style="list-style-type: none"> -Anyone with symptoms must follow national Arrangements regarding a confirmatory PCR test. -Lateral flow test kits should not be used until the end of the isolation period - Nursery follows national guidance Arrangements when considering repeat LFT tests after a positive result. 				

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Inappropriate storage and disposal of test kits	<p>Nursery community/ Participant and their household</p> <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing</p>	<p>Workplace – Home test kits once received must be stored in line with guidance provided in a secure location and records kept on distribution to employees.</p> <p>At Home</p> <ul style="list-style-type: none"> - A complete box of test kits is provided to each participant - Test kits are stored out of reach of children, other vulnerable individuals and pets - Test kits are stored at room temperature or in a cool dry place (2-30 degrees C) - Test kits must not be stored in a fridge or freezer or left in direct sunlight - If the kit has been stored in a cool area (less than 15 degrees C) it has been at room temperature for 30 minutes (15-30 degrees C) before it is used by the participant. - All items of the test kit are placed in the waste bag on completion of the test. This is placed in the domestic refuse - Any spillages of test solution are absorbed by wiping with a paper towel or tissue. This is placed in the waste bag 				

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Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Participants Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	<ul style="list-style-type: none"> - Test must only be used by the person they were issued to - Pupils should self-test and report with adult supervision - The participant washes their hands before & after testing, and cleans surfaces used for testing - Participants must not eat or drink for 30 minutes prior to the test - Any damaged swab/test packaging is not used and its non-use reported. - Participants do not re-use any of used/damaged test kits - The participants have been provided with updated instructions to carry out tests at home - Participants must have watched a training video showing them how to self-swab and must consistently follow the instructions - Participant has available clean flat surface for using test kit and a timing mechanism available - Participant must wash or sanitise hands, use a tissue, and wash or sanitise hands again before opening swab packet to avoid contamination 				

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Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Participants Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	<ul style="list-style-type: none"> - Participants are required to swab both tonsils (or where they would have been) x 4 and the nostrils alongside the lining of the nose - Participant to report any incident with the testing kit or personal injury to the schools. 				
Use of test solutions when processing test kit. Contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Participant could be harmed by inappropriate use of chemicals	<ul style="list-style-type: none"> - Chemical components are not classified as hazardous for use as designed. - Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home - Participant should not use test solution if use by date has expired - COSHH assessment for testing solution is available in school in case of enquiry 				
Participants have an allergy	Participant may suffer an allergic reaction	<ul style="list-style-type: none"> - the swabs in the Innova SARS-CoV-2 Antigen Rapid Qualitative Test kit are latex free - participant to report any allergic reaction as a yellow card incident to the MHRA and to the school 				

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Failure to manage personal samples and to interpret coding	Nursery community and households Failure to follow agreed Standard Operating Procedures – for processing the sample at home may jeopardise the validity of testing	<ul style="list-style-type: none"> - Lateral Flow device is only for use by person they have been issued to and they should not use the test kit on family members etc. - LFT test kit is single use only - swab contents are processed in accordance with training video and written instructions - All the extraction fluid must be used - All the liquid from the swab tip should be squeezed into the extraction tube - Participants must allow 30 minutes for sample to register results. - Participants are made aware that even a faint line against the T on the slide indicates a positive sample and this must be reported to the NHS and school and a confirmatory PCR test taken. - If sample is void another LTF test is carried out - Voids results are reported to the school Covid testing co-ordinator - Results/incidents are monitored by the school - Participants are advised to book and attend a PCR test if they have had two void results in a row 				

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Participants do not report results to Test and Trace	Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	<ul style="list-style-type: none"> - Participants receiving test kits are advised how to report their test result on-line when they collect them - Participants report the results of their tests online to the NHS every time they take a test even if negative or void -- Participants can alternatively telephone 119 to report results - Participants also report their tests to the school - Participants correctly report the test kit ID number 				
Failure to respond to a Positive Test for COVID 19	Other occupants of the school or home environment could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Participant should inform the school of a positive test so cover can be provided - Participant must follow national isolation guidance with their household - The Nursery updates their Covid register if there is a positive Covid result and seeks advice from Local Outbreak Control Team regarding isolation of other contacts 				

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Failure by participant to report incidents or concerns about home testing or LTF kits	Participants Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> - Participants are advised to report any concerns/incidents with the test kit to the Nursery. E.g. damaged kit, multiple void tests, unclear results, inability to record results to the school and by telephoning 119 - Incidents requiring medical care should be reported by contacting 111 or 999 - Clinical incidents with the potential for harm e.g. a swab breaking in the mouth, or an allergic reaction is reported by the participant as a yellow card concern to the MHRA 				
Failure by Nursery to report incidents or concerns about home testing or LTF kits	Participants Failure to manage could impact the quality or safety of testing	<ul style="list-style-type: none"> - Concerns raised by individual participants are recorded and responded to - Repeated incidents or patterns of concern are reported to the DfE helpline 				