



**Pandemic Risk Assessment - Core Control Measures**

Control Measure	Notes / Action	Who	Review
<b>Tissues for Each room</b>	<ul style="list-style-type: none"> <li>• Ensure adequate stock levels of tissues;</li> <li>• Replenish as needed;</li> </ul>	LAG / MJ	
<b>Soap</b>	<ul style="list-style-type: none"> <li>• Soap to be available in washrooms and kitchens;</li> <li>• Children to be supervised and physically helped to wash their hands thoroughly for at least 20 seconds;                             <ul style="list-style-type: none"> <li>The children must wash their hands: -                                     <ul style="list-style-type: none"> <li>◦ When they enter and leave Nursery;</li> <li>◦ When coming in from the garden;</li> <li>◦ After handling pets or collecting eggs;</li> <li>◦ Before and after meals;</li> <li>◦ After using the toilet;</li> <li>◦ Children should be taught to use a tissue, or elbow, to cough or sneeze into.</li> </ul> </li> </ul> </li> <li>• Used tissues must be binned at once. Bins should be emptied twice a day.</li> <li>• Soap should always be used in preference to gel;</li> <li>• Gel to be used should soap not be accessible, eg in garden.</li> </ul>	LAG / MJ	
<b>Alcohol based gel</b>	<ul style="list-style-type: none"> <li>• Dispensers in all rooms;</li> <li>• Ensure dispensers are full from the start of each day;</li> <li>• Ensure adequate stock levels;</li> <li>• Gel to be used should soap not be accessible, eg in garden.</li> </ul>	LAG / MJ	
<b>Monitoring daily any child or staff absence</b>	<ul style="list-style-type: none"> <li>• Daily report any absences and symptoms</li> </ul>	LAG / MJ	
<b>Ventilation and use of the garden</b>	<ul style="list-style-type: none"> <li>• Windows should be opened, and doors propped open (not fire doors) to maximise air-through. Parents need to be advised their children may need warmer clothing.</li> <li>• The children should be outside as much as possible to limit possible transmission and more easily allow for social distancing for children and staff.</li> </ul>		

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<b>Implementing Social Distancing (Parents and other visitors)</b>	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible, we should:</p> <ul style="list-style-type: none"> <li>• Anyone displaying symptoms of coronavirus should keep away from Nursery.</li> <li>• Parents and carers must not enter the setting when they drop off and collect their children. Members of staff will receive the children at the entrance to the Nursery, and return them at the end of the day, while maintaining social distancing with the parents at all times.</li> <li>• Parents should observe the 'Tray &amp; 2metre Rule' at the entrance to Nursery and maintain 2m distancing at all times. Staff to remind parents as necessary.</li> <li>• Main gates should be partially closed, to prevent children running into the road and parents' cars entering the drive.</li> <li>• Discourage parents from gathering in numbers at the door and the gates, but remind them to observe social distancing.</li> </ul>	All	
<b>Implementing Social Distancing (Staff)</b>	<p>Social distancing with very young children is hard to maintain. Staff should implement social distancing guidelines as far as they are able, whilst ensuring children are kept safe and well cared for at Nursery.</p> <ul style="list-style-type: none"> <li>• Lunch breaks should be staggered. Go outside if possible.</li> <li>• Only one member of staff in the Sleep Room at a time, whenever possible.</li> <li>• Staff should observe social distancing, with regard to other adults, at lunchtimes when sitting with the children.</li> <li>• Small groups with one member of staff throughout the day.</li> <li>• When working close together, staff should turn away from each other.</li> </ul>	All	
<b>Mealtimes</b>	<ul style="list-style-type: none"> <li>• Staff should plate food and serve children, giving extra if required.</li> <li>• Children should not share food or help themselves.</li> <li>• Staff should supervise drinks to make sure children use only their own cup/mug/bottle.</li> </ul>	All	
<b>Testing of staff</b>	<ul style="list-style-type: none"> <li>• Lateral Flow Testing of all staff twice weekly.</li> <li>• Also of all staff returning to work after a break, due to eg Holiday or self-isolation.</li> </ul>	All	

Control Measure	• Notes / Action	Who	Review
<b>Good Personal Hygiene</b>	<ul style="list-style-type: none"> <li>• Inform parents of hygiene expectations.</li> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Tissues must be binned; bins should be emptied twice a day and hand-washed.</li> <li>• Staff must <u>supervise, actively monitor, and physically help</u>, children's handwashing and rinsing off of all soap. Proper drying with paper towels is very important and staff should help with this too.</li> <li>• Parents may be asked to provide hand cream if the children's hands become sore with all the handwashing.</li> <li>• All children to wash their hands before coming to Nursery and when they get home;</li> <li>• Children to be supervised <u>and</u> helped to wash their hands thoroughly for at least 20 seconds;</li> <li>• The children must wash their hands: - <ul style="list-style-type: none"> <li>◦ When they enter and leave Nursery;</li> <li>◦ When coming in from the garden;</li> <li>◦ After handling pets or collecting eggs;</li> <li>◦ Before and after meals;</li> <li>◦ After using the toilet.</li> </ul> </li> </ul>	All	
<b>Review of cleaning</b>	<ul style="list-style-type: none"> <li>• <u>After lunch</u> staff must clean all surfaces with 'Suma Bac', which kills viruses, as well as bacteria. The 'clean' must include chairs, tables (on top and underneath), door handles, bars on cots, handrails, keyboards and mouse, phones, light switches and any surface a child might have touched.</li> <li>• The door knocker and bell in the front should be cleaned too.</li> <li>• The children's toilet, staff toilet and potties must be cleaned thoroughly and disinfected after lunch.</li> <li>• All tea towels, flannels and cloths must be put in a hot wash daily. Bedding weekly. If possible, these should all be line dried.</li> <li>• There is an essential deep clean of the Nursery premises every day after Nursery by a professional cleaning service.</li> <li>• Remora to carry out a 28-day full electrostatic decontamination of the premises every month.</li> </ul>	All	

Control Measure	Notes / Action	Who	Review
Staff / Uniforms	<p>On coming into Nursery members of staff must:</p> <ul style="list-style-type: none"> <li>• Remove outdoor clothing and put away.</li> <li>• Wash their hands thoroughly with soap for at least 20 seconds.</li> <li>• Nursery coats may be worn in the garden, but should not be taken off the premises.</li> </ul> <p>On arrival at home:</p> <ul style="list-style-type: none"> <li>• Uniforms must be removed and kept away from other clothes.</li> <li>• Uniforms must be washed regularly in a hot wash - not necessarily every day.</li> </ul>	All	
Illness	<ul style="list-style-type: none"> <li>• Symptoms of coronavirus include a temperature and a cough. Any children showing these signs must be isolated with the windows open.</li> <li>• Parents must be informed at once and asked to pick up their child without delay.</li> <li>• If they need to use the toilet while waiting to be collected, the room should be cleaned and disinfected immediately afterwards.</li> <li>• If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves, or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with the person who is unwell.</li> <li>• Members of staff showing any symptoms must immediately go home and not return until they are well and/or have been tested for Covid-19 and cleared.</li> <li>• When a child or staff member develops Covid-19 symptoms, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> <li>• They should arrange to have a test to see if they have the virus. They can do this by visiting <b>NHS.UK</b>, or by telephoning <b>NHS 119</b>. <b>NHS 111</b> also offers advice.</li> <li>• Where the child or staff member tests negative, they can return to Nursery and the fellow household members can end their self-isolation.</li> <li>• Where the child or staff member tests positive, all the other members of staff and children in their 'bubble' should be sent home and advised to self-isolate for 14 days. (Phone <b>NHS 111</b> for confirmation). (See <b>Children's 'Bubbles' below</b>)</li> <li>• The household members of the <u>other</u> members of staff and children do not need to self-isolate, unless the latter subsequently develop symptoms.</li> <li>• Pregnant members of staff should remain at home (on furlough if possible), as social distancing in the Nursery cannot be guaranteed.</li> </ul>	All	

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<b>Children's 'Bubbles'</b>	<p>From 20<sup>th</sup> July 2020, nurseries are no longer required to organise children in small consistent groups or bubbles. At Elswick House, we have between 20 to 30 children each day and they, together with the staff, form a group ('bubble'), which we aim to protect from outside infection, as much as we can.</p> <p><b>(Department for Education - 2 July 2020 - Actions for early years and childcare providers during the coronavirus (COVIC -19) outbreak)</b></p>	LAG / MJ	
<b>Look-arounds</b>	<ul style="list-style-type: none"> <li>• Staff are warned in advance of a potential look-around. Appropriate preparations are made in case a child/children need(s) to be entertained, eg a member of staff made available.</li> <li>• Prospective parents are invited into the house through the front door and asked to wash their hands. Maximum 2 adults from the same household.</li> <li>• They complete the 'Track &amp; Trace' sheet.</li> <li>• They are shown the garden while the children are inside (ideally).</li> <li>• They are shown inside the Nursery, while the children are in the garden (ideally).</li> <li>• Social distancing between adults is maintained at all times.</li> <li>• Parents are requested not to touch anything.</li> </ul> <p>Alternatively parents may visit outside Nursery times, following the same rules.</p>	LAG / MJ	
<b>Other visitors</b>	<p>Other essential visitors might include plumbers and electricians. Wherever possible they are asked to visit at weekends. Should this not be possible:-</p> <ul style="list-style-type: none"> <li>• They are invited into the house through the front door and asked to wash their hands.</li> <li>• They complete the 'Track &amp; Trace' sheet.</li> <li>• Social distancing is maintained at all times.</li> </ul>		
<b>Recruitment interviews</b>	<p>Interviewees should follow the same guidelines as 'Look arounds' above. Interviews to take place in the Dining Room at opposite ends of table.</p>	LAG / MJ	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Children should not bring any toys into Nursery.</li> <li>• All soft toys should be 'hot washed' and put away.</li> <li>• Blankets from the dog basket and cushion covers should be 'hot washed' weekly.</li> </ul>	All	

**Reviewed 10/03/2021**

**Coronavirus Key Actions (as situation escalates)**

<b>Specific Issue</b>	<b>Key Actions</b>	<b>Who</b>
<b>Suspected case in Nursery</b>	<ul style="list-style-type: none"> <li>• Inform relevant agencies e.g. LA / Public Health England / Ofsted</li> <li>• Emphasise importance of good hygiene at all times</li> <li>• Contact parents – general information about sickness etc.</li> </ul>	Management and all staff
<b>Confirmed case in Nursery</b>	<ul style="list-style-type: none"> <li>• Remora to carry out a 28-day full electrostatic decontamination of the premises.</li> <li>• Maximum hygiene procedures at all times</li> <li>• Contact parents and relevant agencies (Phone <b>NHS 111</b>) – Follow instructions and advice. (Phone <b>Ofsted - 0300 123 1231</b>)</li> </ul>	Management and all staff
<b>Suspected case in a family</b>	<ul style="list-style-type: none"> <li>• Parents to ensure child washes hands before leaving the house.</li> <li>• Children to wash hands immediately after coming into Nursery.</li> <li>• Parent to contact 111 and follow guidance</li> </ul>	Families; Management and all staff
<b>Confirmed case in a family</b>	<ul style="list-style-type: none"> <li>• Children in the family to remain at home for a fixed period of time until tested negative.</li> <li>• Remora to carry out a 28-day full electrostatic decontamination of the premises.</li> <li>• Maximum hygiene procedures at all times</li> <li>• Follow guidance provided</li> </ul>	Management and all staff; Cleaning agency
<b>Protection for most vulnerable children</b>	<ul style="list-style-type: none"> <li>• Identify which children are vulnerable e.g. underlying health conditions that may be affected by the current threat;</li> <li>• Discuss with parents the initial steps and agree key actions re. isolation/seclusion.</li> </ul>	SENCO; Families
<b>Staff with health issues</b>	<ul style="list-style-type: none"> <li>• Ask staff to seek advice from their doctor.</li> </ul>	Management
<b>Staff with symptoms</b>	<ul style="list-style-type: none"> <li>• Stay at home;</li> <li>• follow NHS 111 advice</li> </ul>	Management
<b>Pregnant staff</b>	<ul style="list-style-type: none"> <li>• Contact their midwife to seek advice.</li> </ul>	Management

### Progression of Restrictions - Staged response to Outbreak

STAGE	TRIGGER	KEY ACTIONS	WHO
<b>STAGE 1 Normal</b>	None	<ul style="list-style-type: none"> <li>General hygiene reminders.</li> <li>Effective handwashing facilities with soap and water.</li> <li>Constant handwashing reminders for children.</li> <li>Follow usual absence periods for sickness.</li> </ul>	Management and all staff
<b>STAGE 2 Prevention</b>	<ul style="list-style-type: none"> <li><u>A risk is identified by:</u></li> <li>Increased absence;</li> <li>Local increases in sickness;</li> <li>Public health alerts;</li> <li>Suspected cases of specific illness in Nursery or in village.</li> </ul>	<ul style="list-style-type: none"> <li>Increased hygiene procedures.</li> <li>Communication of information to staff and parents.</li> <li>Increased emphasis on correct handwashing procedure and <u>with physical help from staff</u>; also on frequency of handwashing.</li> <li>Use of sanitiser gel if soap and water are not available.</li> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Put tissues in the bin; wash your hands afterwards.</li> <li>Enforce recommended absence periods during sickness and after symptoms have stopped.</li> <li>Make changes to routines and weekly programmes as necessary.</li> </ul>	Management and all staff
<b>STAGE 3 Delay</b>	<ul style="list-style-type: none"> <li><u>Where a significant risk is present</u></li> <li>Direct case</li> <li>Increased likelihood of cases</li> <li>Public health advice</li> </ul>	<ul style="list-style-type: none"> <li>Re-enforcement of correct handwashing and other hygiene procedures.</li> <li>Handwashing for all on arrival and on leaving Nursery for all.</li> <li>Maximum hygiene procedures for all Nursery users.</li> <li>Letter home to parents.</li> </ul>	Management and all staff
<b>STAGE 4 Containment</b>	<ul style="list-style-type: none"> <li><u>Where specific restrictions are necessary</u></li> <li>High levels of sickness and absenteeism in the community.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum hygiene procedures for all.</li> <li>Deny parent and visitor access to Nursery premises.</li> <li>Enforce social distancing for adults as much as possible.</li> <li>Frequent deep cleaning of Nursery.</li> </ul>	Management and all staff