

Effective Infection and Protection and Control (EIPC) Risk Assessment During Coronavirus/COVID Outbreak

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| Setting: Radnor Park Kindergarten | Lead Responsibility: Ting Healey | Date: 18/5/2020 |
| Rational: During these unprecedented times it is important to follow Government Guidelines and hygiene routines. The measures set out in this document and the settings EIPC policy are mostly common sense & part of normal everyday practice at Radnor Park Kindergarten. Both documents will be under constant review | | Age of children: 0-7 |
| This Risk Assessment / Policy is setting specific and covers in detail measures that work for us, our children and our parents. We are also keeping up to date and following /adapting Government Guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings | | |
| Specific child issues to be considered (e.g. physical disabilities/ behaviour issues): | | |

Planning and Specific Significant Hazards

| Room Location | Outline/specifics | Hazards | Risk HML | Control Measures | Residual Risk HML | Additional Comments |
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| Setting Cleanliness | | | | | | |

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| <p>Basement, Ground floor, First Floor and second</p> | <p>Laminate floors</p> | | <p>Medium</p> | <p>The laminate floors will be cleaned at the end of each session with anti-bacterial floor cleaner by setting staff.</p> <p>Staff to be alert to body fluids on the floor and anti-bacterial wipe during the day if necessary.</p> <p>At the end of each day all floors will be steam cleaned by the settings cleaner</p> | <p>Low</p> | <p>All areas will be sanitised at fortnightly intervals at the weekend using both fog and spray disinfectant, achieving a 99.99% reduction of airborne, droplets, micro-droplets and settled on surfaces microorganisms: these will include bacteria, viruses, moulds and yeasts.</p> |
| <p>Carpet areas in basement, ground floor, first floor and second floor</p> | <p>Carpet</p> | | <p>High</p> | <p>All carpet areas will be hoovered at the end of the day</p> <p>Staff to be alert to any debris that may need to be hovered during the course of the day</p> | <p>Medium</p> | |

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| <p>All hard surfaces in the basement, ground floor, first floor and second floor</p> | <p>Surfaces, including work tops, table tops children's play equipment, door handles, door edges, had rails and bannisters</p> | <p>Children and staff touching areas. Children saliva / hands in mouth then touching surfaces</p> | <p>High</p> | <p>During the course of the day we will regularly clean frequently touched surfaces such as door handles, handrails, table tops, play equipment, toys and electronic devices using Newline multi surface cleaner</p> <p>At the end of each session the settings cleaner will clean all surfaces and equipment with Newline Viral Sidal cleaner</p> <p>Staff will be alert to body fluids on surfaces and anti-bacterial wipe during the day if necessary. Children will be gently encouraged not to put things/hands in their mouth.</p> | <p>High</p> | |
| <p>In all rooms in the basement, ground, first and second floor</p> | <p>Toys and electronic devices</p> <p>Highchairs</p> | <p>children sharing toys, touching, saliva, putting in mouth</p> <p>Saliva, hands, food</p> | <p>High</p> <p>High</p> | <p>During each day, toys will be sterilised using Milton and by putting in the dishwasher. We will regularly rotate toys so we can continually clean them</p> <p>Staff to be alert during day and use professional judgement if a specific toy needs additional cleaning. This should be done in as subtle way as possible.</p> | <p>Medium</p> <p>Low</p> | <p>It is important to remember that exploring with their mouths and hands is an extremely important part of development & encouraging them not to do this needs to be carefully consideration. Staff will carefully monitor this and any toy that has gone into a child's mouth will be sterilised immediately after use.</p> |

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| <p>In all rooms in basement, ground floor, first floor and second floor.</p> | <p>Children's chairs and staff's chairs</p> | <p>Transfer of germs</p> | <p>None</p> | <p>Before and after each meal time wipe clean with anti-bacterial wipes.</p> | <p>None</p> | <p>It is also important to remember that whilst we can remain alert, we do not want to scare children by being overzealous. We do not want to damage their creativity, curiosity or imaginations by constantly taking things away to clean</p> |
| <p>In all rooms in the basement, ground floor, first floor, garden and second floor.</p> | <p>All soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed.</p> | <p>Transfer of germs,</p> | <p>None</p> | <p>All soft toys and furnishings will be removed immediately along with any toys and equipment that are classes as difficult to clean.</p> | <p>None</p> | <p>At the end of each day, the setting cleaner will clean with anti-viral spray.</p> |
| <p>Basement</p> | <p>Soft play area and ball pool will be out of bounds for all sections</p> | <p>Transfer of germs and encourages groups of children to cluster together</p> | <p>None</p> | <p>This area will be closed off</p> | <p>None</p> | <p>The caterpillar will be using just the carpet area in the soft play area for lunch</p> |
| <p>In all rooms in the basement, ground floor, first floor and garden</p> | <p>All communal play such as water, sand, rice, pasta, cooking and playdough will not be provided at this present time.</p> | <p>Transfer of germs and encourages groups of children to cluster together</p> | <p>None</p> | <p>These currently will not be available</p> | <p>None</p> | <p>The caterpillar will be using just the carpet area in the soft play area for lunch</p> |

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| Baby unit and sleep areas | Beds and cots | Transfer of germs and saliva | High | <p>The cots and bed will be wiped down with anti-bacterial wipes before each use. Each child will have their own bedding which is washed weekly.</p> | Low | times. This area will be cleaned using the appropriate action as mentioned above. |
| Outside | All toys, resources and equipment | Children sharing toys, touching, saliva, putting in mouth | High | <p>During each day, small garden toys and equipment will be sterilised using Milton and by putting in the dishwasher. We will regularly rotate toys so we can continually clean them</p> <p>Large equipment and toys will be wiped over with hard anti-bacterial hard surface cleaner after each session use</p> | Low | <p>All small toys and equipment will be kept away from the garden</p> <p>Outdoor learning offers a template for socially distancing and we will utilise the space as much</p> |

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| This Risk Assessment was adopted on | Signed on behalf of the nursery | Date for review |
| <i>May 2020</i> | <i>Emily Sargeant</i> | <i>End of June 2020</i> |

| Room /Location | Outline/Specifics | Hazards | Risk (H, M, L) | Control Measures | Residual Risk (H, M, L) | Additional Comments |
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| Personal Hygiene | | | | | | |
| Adults | Handwashing | Germs carried on hands | M | <p>Frequent hand washing – with soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe.</p> <p>Specific examples requirements are further listed within the document EIPC.</p> | L | <p>Be calm, sensible & subtle!</p> <p>Always carry tissues with you and use them to catch your cough or sneeze, then bin the tissue, and wash your hands, or use a sanitiser gel.</p> <p>Wash your hands often with soap and water, especially after using public transport. Use a sanitiser gel if soap and water are not available.</p> |
| Children | Handwashing | Germs carried on hands | M | <p>Frequent hand washing: on arrival, before meals and snacks, before and after going in the garden and regular intervals as & when deemed necessary.</p> | L | <p>All staff and children to wash hands on entering and sanitise on leaving the premises.</p> <p>Wash hands before and after eating, after sneezing or coughing.</p> <p>Staff to increase the frequency of handwashing (and always doing so before and after, for example, feeding children or changing nappies) and cleaning of surfaces and toys</p> <p>Avoid touching your mouth, eyes and nose</p> <p>Staff to supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or</p> |

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| <p>Adults</p> | <p>Use of sanitiser</p> | <p>Germs carried on hands</p> | <p>M</p> | <p>All staff to sanitise their hands on entering and sanitise on leaving the premises. (As and when needed when water and soap isn't nearby)</p> | <p>feasible in the particular situation) and catch coughs and sneezes in tissues.</p> <p>Staff will use puppets or dolls with the children to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick (cultivating empathy and safe caring behaviours)</p> <p>We will ensure that bins for tissues are emptied throughout the day and use gloves to dispose of the items appropriately.</p> <p>We will then ensure children's hands are washed in accordance with the current guidelines when they enter their section.</p> <p>Parents will be dropping off and picking up their children from the main porch. We kindly ask parents to sanitise their hands and their child's hands before their child comes into the building.</p> |
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| Children | Use of sanitiser | Germ carried on hands | M | All children to sanitise their hands before entering the building and on departing the building. | L | |
| Adults | Nails | Germ under nails – especially if nails are long | M | Use a nail brush when cleaning hands before children arrive, before preparing food, before and after nappy changes & after children leave | L | |
| | Hair and jewellery | Maintain settings health and hygiene regulations | M | Staffs hair will be tied back, they will wear no jewellery or watches only wedding and engagement ring. Nails will have no varnish of any sort and will be cut down as short as possible. | L | |
| Children | Drinks | Spreading germs | M | All children have their own drink cup/bottle (provided by RPK) Cleaned in the dishwasher at the end of each day | L | |
| Children | Spare clothes / coats / belongings from home | Cross contamination of households | M | All children have their bag with their name on provided by RPK– 2 changes of clothes & nappies in – | L | |

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| <p>Adults</p> | <p>Uniform</p> | <p>Germs on clothing</p> | <p>M</p> | <p>these will remain at RPK. When children arrive, their coat will be put into their bag and their hands washed.</p> <p>Clothing washed regularly, clean clothes each day (including cardigan / trousers) Do not wear work clothes / coat if going to a supermarket / enclosed space during personal time</p> <p>Staff travelling by public transport to work are required to change into uniform once at work.</p> | <p>L</p> | <p>We will ensure we have access to plenty of supplies of gloves, aprons and appropriate PPE.</p> |
| <p>Adults</p> | <p>Changing nappies</p> | <p>Contact with skin and body fluids</p> | <p>H</p> | <p>(Follow the setting's nappy changing policy) wash hands & clean changing mat with anti-bacterial wipes before changing and in between each child. (use fresh gloves and apron for each child) Thoroughly clean the station and mat at the end of each day. Ensure all nappies go straight into the outside bin.</p> | <p>L</p> | |
| <p>Adults</p> | <p>Face masks</p> | <p>To prevent germs spreading</p> | <p>M</p> | | <p>L</p> | <p>Health authorities are not recommending the use of facemasks to prevent the spread of infection, see Early years providers do not</p> |

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| <p>Adults</p> | <p>Sunscreen</p> | <p>Skin contact</p> | <p>M</p> | <p>We ask parents to apply sun cream before the children come to the setting. Where needed staff will use a new pair of disposable gloves for each application in between applying to each child and self.</p> | <p>L</p> | <p>require PPE which states "Staff should care for children as normal, although increasing the frequency of handwashing." But as a setting we want to ensure all our staff feel as safe as possible and recommend that all our staff wear face masks while in the setting</p> |
| <p>Children</p> | <p>Nose wiping</p> | <p>Body fluids spreading germs</p> | <p>M</p> | <p>As part of independence children are encouraged as standard to wipe their own noses and dispose of the tissue into the bin. Staff monitor and support all children wiping the noses specifically younger. The setting has specific bins for tissues which bins are emptied and cleaned at the end of each day</p> | <p>L</p> | <p>Staff will use disposable gloves when wiping a child's nose</p> |

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| Family | During personal time | Spread from wider community | M | Ensure all family members follow strict hygiene and social distancing measures according to current Government Guidelines | L | |
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| Room/Location | Outline/Specifics | Hazards | Risk (H, M, L) | Control Measures | Residual risk (H, M, L) | Additional Comments |
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Social Distancing

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| Children and Adults | Throughout the day | Prevent germs spreading Physically distancing groups | M | Children are organised into small groups in their rooms. These small groups or 'bubbles' will not mix during the day. Care routines including provision of meals, nappy changing and toileting will be within the space allocated to each 'bubble'. There will be no use of communal internal spaces. The outdoor spaces will be used by different 'bubbles' at different times of the day. Distancing of beds/cots will be facilitated. | L | |
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| Parents / Daily Routine | | | | | | |
| Entrance/Porch | Drop off and collection | Germs passed between adults, particularly at collection when parents have been at work | M | <p>Staggered where possible</p> <p>Parents and visitors do not enter the building to ensure minimal contact.</p> <p>Measures will be in place to discourage parents from gathering at the kindergartens entrance during pick up a/drop off times by marking out 2-meter guidelines on the pavement and only one parent at a time at the top of the ramp/entrance</p> <p>Baby unit children and their parents will go to the entrance at the front of the kindergarten and all other sections will access the entrance that leads up to the ramp.</p> <p>Parents to take into consideration waiting time due to the one in and out system at the main entrance. Once at the entrance door it will take time for staff to</p> | L | Porch area will be sanitised at the end of the day and the intercom buttons will be wiped as often as possible. The use of sanitiser will help to reduce the spread of infection. |

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| <p>Discussions</p> | <p>Conversation and discussion relating to child's day / needs</p> | <p>Germs passed between adults, particularly at collection when parents have been at work</p> | <p>M</p> | <p>check parents and children's temperatures and parents to pass over their children's food bags and verbally pass on any important information. If the queue is long parents will be asked to wait in their cars until the queue shortens</p> <p>Parents to sanitise their hands and their child's hands before their child comes into the building.</p> <p>Area will be sanitised at the end of the day</p> <p>Photos and updates are sent throughout the day on the I connect (Parent Zone portal). Parents can write any additional comments on the systems or by email. For any Communication for long conversations should be done on the telephone. Short conversations / updates still to be encouraged maintaining good relationships and modelling this for the children. This should all be done at a social distance.</p> | <p>L</p> | <p>Administering medicines</p> <p>We will send out to all parents a 'Medication Form' via email or by post if some parents don't have access to email. These forms are for parents to complete in the event a child needs medication administered while at the setting. Parents will be asked to fill in all the details on the form, then email the completed form back to kindergarten before the child arrives for nursery. For parents whom cannot access email, we ask they bring the completed form with them during drop off in a clear Polly pocket. Staff will then record on the same document the time and dosage of medicine administered to a child and by whom.</p> |
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| | | | | | | <p>Staff will use the iconnect system to upload a photo of the fully completed form and any additional information at the end of a child's session.</p> <p>This will give parents confirmation of when the medicine has been administered and whom by.</p> <p>Parents will be asked to type a comment on the uploaded post, this will act as a verification they have read the form as we can't currently obtain a parental signature.</p> <p>Accident records</p> <p>Record any accident on the appropriate forms. Take a picture of the completed form and up load to the child's Iconnect system</p> <p>Contacted the parent/carer by phone to read through the form with them. This will give parents a clear picture of what happened and appropriate action taken.</p> <p>Parents will be asked to type a comment on the uploaded post, this will act as a verification they have read the form as we can't currently obtain a parental signature</p> |
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| Meal Preparation and Shopping | | | | | | |
| Food Delivery | Basic food items and necessities for the kindergarten | Germs from the wider community | M | Packages and tins wiped down with anti-bacterial wipes, where appropriate food is decanted and loose food such as fruit and vegetables washed | L | |
| Kitchen | Surfaces all cooking equipment and large equipment, cutlery and crockery. | Germs from saliva / hands / food packaging | H | Surfaces and appliances cleaned with anti-bacterial spray before and after every food prep. Dishwasher on after each meal. Floors cleaned in line with previous point. Deep clean once a week in line with setting cleanliness. Food & Hygiene policy and procedures followed. | L | Continue to follow the setting policies in relation to Health and Safety and Health, food and Hygiene practice. |

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| Symptoms and First Aid | | | | | | |
| Adults and children | Temperature checks | A high temperature (37.8+) is a symptom of Coronavirus | M | Temperatures are checked on arrival, morning snack, lunch, afternoon snack. This is done using a thermal forehead thermometer scanner & is part of the daily routine & done in a cheerful manner. If a child's temperature rises significantly between checks, additional checks are made. Children displaying 37.8 C or over parents are informed & asked to pick up their child for the setting immediately. Adult working with children checks own temperature at same time as children and will be asked to go home if their temperature is 37.8C or above | L | We expect parents to inform us if medications have been used to lower the child's temperature and if there are any household members showing and symptoms of COVID-19 i.e. a new continuous cough and or a high temperature of 37.8 C or more (in accordance with the settings Health Screening on Entry Policy March 2020). |
| Adults and children | Displaying the symptoms | Passing the virus on to others | H | If a child is awaiting collection, they will be moved, if possible, to an isolation area where they can be isolated behind a closed door. Ideally, a window should be | H | |

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| | | | | <p>opened for ventilation, or they will be in the garden</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is</p> | | |
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| <p>Children and adults</p> | <p>Confirmed Case</p> | <p>What the setting will do</p> | <p>H</p> | <p>unwell. Cleaning the affected area with normal Newline disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who attend the kindergarten will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Where the child or staff member tests negative, they can return to the kindergarten and the fellow household members can end their self-isolation.</p> <p>Where the child or staff member tests positive, the rest of their section/group within the kindergarten should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live</p> | <p>H</p> | <p>Testing for all early year's staff is available to all our workers who are worried about symptoms or self-isolating. There are two routes for accessing the UK Testing Programme:</p> <p>The employer portal – found on the government website this is for employers who wish to assist their employees with registration</p> <p>The employee portal – found on the government website this allows individual key workers to book a test directly themselves.</p> <p>From 1 June, all children and young people eligible to return to their settings will have access to testing, if they display symptoms, as will any symptomatic member(s) of their household. This will enable children and staff to get back to the setting if they test negative, and if they test positive a test and trace approach can be taken. If the kindergarten has a</p> |
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| | | | | <p>with in that group subsequently develops symptoms.</p> <p>As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> | | <p>positive case, Public Health England will advise on the appropriate course of action, and the relevant group of people with whom the individual has mixed closely, should be sent home and advised to self-isolate for 14 days.</p> |
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| Mental Health and Wellbeing | | | | | | |
| Parents | Any concerns they may have | Anxiety | M | <p>The Effective Infection and Protection and Control (EIPC) During Coronavirus/COVID Outbreak Policy alongside this risk assessment will support parents and give reassurance that Radnor Park Kindergarten is doing everything possible to minimise risk whilst still providing care and education.</p> <p>Good relationships maintained so that concerns, feelings can be discussed.</p> | L | Parents will be encouraged to forward input and suggestions on the current measures in place. |
| Children | Sensing change and difference | Anxiety, fear, lack of understanding | M | <p>At Radnor Park Kindergarten through these unprecedented times, one of our main aims is to make each day as normal as possible. Although children don't understand, they can sense that the world has changed. It is our job to model resilience, calm and cheerful fun approaches to managing change and difficulty. All of our additional measures are done</p> | L | |

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| <p>Staff</p> | <p>Concern for own and family's safety</p> | <p>Contracting the virus</p> | <p>M</p> | <p>with a smile and made fun. We do not shy away from cuddles, storytelling, action rhymes, nappy changes, wiping tears – we give every child the love and security they need.</p> <p>All government guidelines are followed in personal and professional time. We will continue to provide regular supervisions and provide staff up to date information in relation to government guidelines and updated polices</p> <p>All staff members will receive appropriate induction for the new way of working and training in infection control and the standard operating procedure and risk assessments within which they will be operating</p> | <p>L</p> | <p>We have provided staff with various mental health awareness training and webinars for them to access as and when. A member of the management team will provide weekly one to one discussion with members of the team to enable them to air any concerns or anxiety's they may have. We will endeavour to resolve these concerns to the best of our ability.</p> |
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| Knowledge and Guidance | | | | | | |
| Adults and Parents | Up to date guidance and monitor changes and up dates | Missing Vital Information | L | <p>Public Health England / NHS advice on symptoms.</p> <p>Government Daily briefings and published guidance / read.</p> <p>PACEY and National Day Nurseries updates and notifications</p> <p>Kent County Council updates received & read regularly.</p> <p>KCC Early Years Team in contact engaging with.</p> <p>DFE updates read</p> <p>We read directly from the Government, we do not use newspapers or news outlets as a</p> | L | <p style="text-align: center;">For guidance:</p> <ul style="list-style-type: none"> • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • Actions for education and childcare settings to prepare for wider opening from 1 June 2020 <p style="text-align: center;">Help lines:</p> <ul style="list-style-type: none"> • Department for Education coronavirus / COVID-19 helpline: 0800 046 8687 (8am - 6pm Mon - Friday, 10am - 4pm weekends) - email dfc.coronavirushelpline@education.gov.uk <ul style="list-style-type: none"> • NDNA legal helpline for members. • Department for Education Helpline for general hygiene advice, if you have specific questions about the virus call 0800 046 8687 Email: DfE.coronavirushelpline@education.gov.uk • Food Safety and the Coronavirus Disease 2019 (COVID-19) Questions & Answers for Industry • Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic • What Grocery and Food Retail Workers Need to Know about COVID-19 (CDC) |

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| | | | | source of reliable information. | | <ul style="list-style-type: none"> • COVID-19 Resources for Businesses and Employers (CDC) • Stop the Spread of Germs (CDC) • Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes (CDC) |
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| This Risk Assessment was adopted on | Signed on behalf of the nursery | Date for review |
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| <i>May 2020</i> | <i>Emily Sargeant</i> | <i>End of June 2020</i> |