

Lilliput Day Nursery  
Covid-19 Risk Assessment and Procedures

We are implementing the following precautionary measures in line with Public Health England and the Department for Education guidance and Birmingham and Worcestershire Local Authority Guidance, to prepare for wider opening from 1st June 2020 to minimise any spread of Covid-19 within the nursery. The measures will be regularly reviewed and amended as necessary.

**What is the risk?**

- COVID-19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk in re-opening nurseries to a wider section of children, is the potential transmission of COVID-19 between members of the nursery community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of COVID-19 as a consequence of allowing more children and staff into the nursery.

**Who is responsible?**

- The employer is responsible for making sure that risks, particularly the risks to staff and children, are managed so far as is reasonably practicable. It is then the managers responsibility to ensure these practices are put into place, adhered to and any concerns reported to the employer as soon as possible.

**What we know:**

- The World Health Organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with COVID-19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. Therefore, to minimise the risk of transmission, we must put into place effective infection protection and control. **The hierarchy of controls:** if properly implemented will substantially reduce the risk of transmission of infection.

**These include:**

**Exclusion:**

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the nursery.
- Clinically extremely vulnerable individuals are advised not to work outside the home or attend nursery.
- Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance should work from or stay at home where possible.

**Hygiene:**

- A stringent cleaning regime should be in place
- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or anti-bacterial wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. Health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.

- Embedded hygiene routines including regular hand-washing regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste
- Maximise natural ventilation and access to the external learning environment – do not use air conditioning

#### **Social Distancing:**

- Secure social distancing whenever practicably possible, through footfall management.
- Regulate entry so that the nursery does not become overcrowded at any point and no 'pinch points' are experienced at entry and exit points.
- Use floor markings/signage to mark the distance and facilitate compliance.
- Ensure the environment (such as room layout) and daily routine are conducive with social distancing – remove all clutter and non-essential resources
- Unlike older children and adults, nursery children cannot be expected to remain 2 metres apart from each other and staff. Minimise contact by having groups of staff and children and avoiding movement between groups whenever possible, following the EYFS statutory requirements.
- When managing personal care routines, this should be kept to as little time as possible, whilst meeting the child's needs in relation to their care and well-being.
- Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits

#### **Summary:**

The above underlying principles are the key focus for organising all aspects of the nursery day and need to be built into our operational routine

Risk assessment is about identifying and applying sensible measures to control the risk in the workplace or when undertaking an activity. The process evaluates the threats and risks of a specific issue, situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood – For each issue / situation, determine the likelihood it will occur.

1. = **Improbable** = infection / scenario unlikely to occur.
2. = **Possible** = infection / scenario may occur.
3. = **Probable** = infection / scenario likely to occur.
4. = **Certain** = infection frequency rate will increase.

Severity (outcome) – determine the potential of infection rates relating to the various susceptible categories.

1. = **Minimal** risk of infection.
2. = **Moderate** risk of infection to children and adults.
3. = **High** risk of infection to children and adults.
4. = **Major** risk of infection to vulnerable children and adults.

The risk factor is calculated by applying the formula **Likelihood x Severity**.

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<b>S E V E R I T Y</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>
	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>
	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Likelihood</b>				

1 – 4 Minimal risk

6 – 8 Moderate risk

9 – 16 High risk

Focus	Areas of Consideration and risk.	Initial Risk Rating	Recommendations/Requirements of what the setting will do.	What parents will do.	Actual Risk Rating
Planning for availability of spaces	Failure to assess likely number of children returning resulting in too larger groups and not enough space between them.	<b>8</b>	<ul style="list-style-type: none"> <li>Bubbles are no longer required but where possible we will keep the children in consistent groups throughout the day.</li> <li>Planning takes full account of the critical keyworker and vulnerable children who need to attend every day where possible, in line with guidance.</li> <li>Arrangements for staff deployment may mean that children are not able to be placed with their usual keyperson</li> <li>Children should have the same member of staff every session as far as possible</li> </ul>	<ul style="list-style-type: none"> <li>To keep us informed of their childcare requirements in plenty of time for us to plan for their needs.</li> </ul>	<b>2</b>

	Staffing levels cannot be maintained.	6	<ul style="list-style-type: none"> <li>• A criteria to determine places if it is not possible to offer places to ALL children, due to physical space or staffing is available.</li> </ul>		2
	Staff have insufficient knowledge of the health and safety measures in place	6	<ul style="list-style-type: none"> <li>• We will contact furloughed staff and bring them back or we may temporarily limit the number of children in nursery</li> <li>• All staff are briefed on expectations by the manager as soon as they return to work and before they are allowed to work with the children</li> </ul>		1
Safeguarding	Updated nursery safeguarding procedures are not in place.	12	<ul style="list-style-type: none"> <li>• DSL's and SENCO's to maintain contact with social workers of children with CP Plans and with Family Support Workers for children with Early Help Plans.</li> <li>• Manager will provide updates for staff re: safeguarding and reminders about signs and indicators of abuse for all staff and mechanisms for sharing</li> <li>• All staff will undertake Noodle Now's Children's Mental Health course.</li> <li>• Our plans will prioritise attendance for children in this group and we will liaise with other professionals and the parents if they do not want their child to attend the setting at the moment.</li> <li>• All staff are reminded that any developments during lockdown are recorded immediately using the current system</li> <li>• The nurseries contact information is up to date to enable other agencies to send DSL urgent information</li> <li>• The manager/DSL will continue to share any guidance or updates issued re safeguarding with staff promptly</li> <li>• Staff will ensure that there are opportunities for children to talk about their feelings/anxieties /thoughts, in a safe environment through child-led and adult-led opportunities</li> <li>• Staff will ensure a range of ways for younger children to express how they are feeling, verbally, non-verbally, through physical and creative play</li> </ul>		1
	Higher risk of disclosure from returning children.	12			4
	Insufficient staff confidence or awareness of children's mental health and supporting their wellbeing.	12			2
	Children's behaviour on return to nursery may have changed.	10			4

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			<ul style="list-style-type: none"> <li>• The manager will ensure there is sufficient capacity to manage any safeguarding needs, there may be a spike in disclosures when children return</li> <li>• The managers will restart all staff supervisions and support as part of their work in the EYFS</li> <li>• If a child does not return, we will maintain contact with the family to provide a link of support.</li> <li>• If a member of staff has any concerns, they must follow the nursery safeguarding procedure and inform the DSL immediately.</li> <li>• If contact cannot be made, then the DSL must inform the Social Worker.</li> <li>• All staff to be asked on their return to work if their DBS status has changed.</li> </ul>		
Cultural Diversity	Parents, particularly those from BAME heritage, are reluctant to send their child to nursery due to the media coverage on deaths linked to Coronavirus.	8	<ul style="list-style-type: none"> <li>• Through letters parents have been informed of the safety measures in place to protect children.</li> </ul>		4

Children	Attendance	12	<ul style="list-style-type: none"> <li>We may adjust our opening hours temporarily to enable us to manage staff to child ratios while only bringing those staff back that are needed.</li> <li>Only children who are symptom free or have completed the required isolation period should attend the setting.</li> <li>Children's temperature may be taken on arrival, after lunch and at any other time a practitioner feels a child may not be themselves. These must be recorded. A daily risk assessment for each child must be completed on arrival before being accepted into the care of the nursery.</li> <li>In the event of a parent/carer bringing their child to nursery who we feel should be isolating we reserve the right to refuse to admit them to nursery until a negative test result has been returned or for the period of isolation following government guidelines.</li> <li>Children may only attend one setting as per current government guidance. Where children attend two settings, a choice must be made as to which setting, they will attend.</li> <li>Children who have been given any pain relief will not be permitted to attend the nursery. If a child needs medication they must stay at home.</li> <li>Children will be sent home if they have a temperature of 37.8'C or above.</li> <li>On arrival at nursery, staff will bring children into the nursery and help hang up their coat and bag. Children to bring only essential items and bags to be stored outside of the playrooms.</li> <li>If parents choose to keep their child at home for now, we will make sure they keep in contact with the nursery via Tapestry and let them know they can call to see how things are at any time.</li> </ul>	<ul style="list-style-type: none"> <li>Support the new opening hours</li> <li>Inform nursery if any child or family member has suspected or confirmed symptoms.</li> <li>Consent to children's temperature being taken.</li> <li>Choose one setting to attend.</li> <li>Not administer Calpol, ibuprofen etc. under any circumstances before attending nursery as these will mask a true temperature reading. Parents will keep the child at home.</li> <li>Collect their child as soon as possible.</li> <li>To only bring bags in if absolutely necessary and these should be left at nursery for the duration of the week. Babies will need</li> </ul>	4
	Ensuring we have enough staff on site at anyone time to maintain staff to children ratios.	12			4
	Letting a child in with Coronavirus symptoms.	12			1
	A child meeting up with other children from other settings, increasing the risk of coming into contact with more people.	12			4
Children coming into the setting with masked symptoms which don't show until later and increasing the infection rate.					

	<p>The start and end to the nursery day create risks of breaching social distancing.</p> <p>Tooth Brushing</p>	<p>12</p> <p>8</p>	<ul style="list-style-type: none"> <li>• <b>Rubery.</b> Parents will ring the bell and then stand back two metres while they wait for the door to be opened. Other parents waiting are asked to be patient and stand two metres away from other.</li> <li>• <b>Kings Heath.</b> Parents will need to wait at the car park gate and telephone the nursery on 0121 444 1788 to inform the nursery you have arrived. A member of staff will then come to the gate to collect your child. Please stand back two metres so the member of staff can open the gate. Parents are not to walk down the entry. Other parents waiting are asked to be patient and either wait in the car or stand two metres away from others.</li> <li>• <b>All parents/carers</b> must wear a mask / face covering when dropping off and collecting their child.</li> <li>• Children must be supervised when brushing their teeth. Wet brushing is not recommended because it is considered more likely to risk droplet and contact transmission. Dry brushing is recommended.</li> </ul>	<p>bags brought in but please limit what is in them and try to leave in nursery for the week if possible.</p> <ul style="list-style-type: none"> <li>• Will need to be patient and maintain social distancing.</li> <li>• Parents / carers will wear a mask or face covering.</li> </ul>	<p>3</p> <p>3</p>
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	<p>Physical Distancing/ Grouping</p> <p>Groups have not been set up to enable groups of children to stay away from others.</p> <p>Appropriate planning for the use of alternative spaces not in place.</p> <p>Parents and carers are not fully informed of the health and safety requirements in place for the re-opening.</p>	<p>12</p> <p>6</p> <p>12</p>	<ul style="list-style-type: none"> <li>• From 20<sup>th</sup> July 2020, early years settings will not be required to arrange children and staff in small, consistent bubbles but should minimise mixing groups within the setting where possible. For example, where different age groups are cared for in different rooms.</li> <li>• Care routines including mealtimes, sleeping, nappy changing and toileting will take place in the children’s own groups.</li> <li>• The nursery may limit the number of places available.</li> <li>• The nursery will priorities key workers children, vulnerable children, followed by working parents.</li> <li>• The use of internal communal spaces should be restricted as much as possible.</li> <li>• While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor or when moving to a different part of the nursery, is low risk. However, this will be avoided if possible,</li> <li>• Resources must not be shared between groups unless they are thoroughly cleaned and sanitised.</li> <li>• Outdoor spaces should be used by different groups at different times of the day where possible.</li> <li>• Outdoor play will be prioritized and all children will spend as much time outdoors as possible.</li> <li>• Staff can take groups of children on trips to outdoor spaces and do not need to be limited to 6 people. A risk assessment must be done in advance, hands washed before and after the visit and a PPE / Covid bag taken with them. To include anti bac wipes, hand gel, disposable gloves, masks, face shield, nappy sacks for safe disposal of items, phone and emergency contact numbers.</li> <li>• Distancing of cots and beds should be 2 metres apart where possible.</li> </ul>	<p>Parents should keep the nursery informed of their working status and to their anticipated childcare needs.</p>	<p>2</p> <p>2</p> <p>4</p>
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			<ul style="list-style-type: none"> <li>• Children should walk into nursery on their own.</li> <li>• Babies and children to be taken from parent with staff wearing a face mask.)</li> <li>• Meals will be served by a member of staff.</li> <li>• Staff to wear face masks when taking and handing over children.</li> </ul>		
	<p>Wellbeing and Education</p> <p>Children will be frightened and worried about the new way of doing things</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>• Children should be supported to understand the changes and challenges they may have encountered as a result of Covid-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.</li> <li>• Parents will be provided with a parent’s risk assessment and are welcome to the full risk assessment if they wish to have it and are free to contact the nursery to discuss it. This is also on our website.</li> <li>• We will continue to share photos of the children’s day on Tapestry so the parents can see how their child is doing,</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will talk to children about the new way of being in nursery and the importance of washing hands and sneezing into a tissue.</li> <li>• Parents should talk to and encourage children to come into nursery on their own.</li> </ul>	<p>3</p>

	<p>Children are frightened and worried about coming back to nursery.</p>	6	<ul style="list-style-type: none"> <li>• Staff will do their best as always, to meet the individual needs of each child. Some may struggle to settle back into nursery life.</li> <li>• Before the children start back, staff will call the parents to discuss how they are, are they concerned, how their child is, how much time have they spent outdoors in the last few weeks, what the child understands about Covid-19 and are they worried.</li> <li>• Before the children start back, staff will encourage the parents to share any significant information about the child. E.g. Some children may have suffered a bereavement in the time they have been away from nursery.</li> <li>• Staff will undertake an online children’s mental health course</li> <li>• Some children may struggle to manage their behaviour when returning to nursery. Staff will ensure children are given time, support and cuddles if needed and keep parents up to date on how their child is settling via Tapestry and telephone calls if needed.</li> <li>• Once the children have settled back in, staff will start the children’s assessments. New starting points may be required with an initial focus on the Prime Areas in order to plan next steps.</li> <li>• Some children may struggle to settle back into nursery. Staff may need to call the parent to collect the child if they are becoming too upset. The child may need a period of shorter sessions to settle back in.</li> <li>• Staff will acknowledge that any gaps in children’s knowledge and skills are unlikely to be closed immediately. They will adjust individual planning to meet each child’s needs.</li> <li>• Staff will consider any home learning that the child may have done while at home and use this information from Tapestry and the parents to plan the child’s next steps.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will talk to their children in a positive way about nursery.</li> <li>• Understand their child may need time and shorter sessions to settle back in.</li> </ul>	3
	<p>Children will find it hard to settle in and express their feelings in a negative way.</p>	8			4

	<p>Children may have fallen behind in their learning during closure and achievement gaps will have widened.</p>	8	<ul style="list-style-type: none"> <li>• Staff will use the child’s EYPP funding to provide the eligible children with resources needed for support.</li> <li>• Staff will identify those children with the greater need for support and target these.</li> <li>• Staff will follow the children’s interests to support them in developing confidence, self-esteem and an engagement in the learning process.</li> <li>• Staff will share the child’s learning and development via Tapestry and phone calls if needed.</li> <li>• If a child does not return to us in the Summer term and is moving on to another setting in September, we will arrange a transition document to be forwarded to the new setting and will have a telephone discussion if needed with the new setting. This may not be as detailed as usual because the child’s key worker may not be completing it.</li> <li>• The nursery will undertake all reasonable measures to ensure full provision of EHCP’s are met.</li> <li>• There will be no parent’s evenings or children’s parties for the foreseeable future. Staff will keep parents informed of their child’s progress via Tapestry or telephone calls</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will contact the nursery if they wish to discuss their child’s development.</li> </ul>	2
	<p>Children moving onto the next phase in their education are ill prepared for transitions.</p>	6			1
	<p>Nursery unable to meet full provision required in line with EHCP.</p>	6			2

SEND and medical Needs	Children A child is more susceptible to infection and serious complications	12	<ul style="list-style-type: none"> <li>• Staff will discuss a child's health with the family before the child returns to nursery.</li> <li>• If a child has a serious underlying health condition, the nursery will conduct an individual risk assessment, taking advice from the parent, colleagues, other professionals and the nursery's insurance company. The risk assessment may find that the child will need to stay at home as the risk to the child's health will be too great within the nursery environment.</li> <li>• The nursery will review Health Care Plans with professionals and the family in case there have been any changes.</li> <li>• Some children may struggle with the sudden announcement that they will be returning to nursery. Wherever possible the nursery will give advance notice of the child starting back.</li> <li>• Staff will give the child time and support to settle.</li> <li>• The nursery may offer shorter sessions to begin with to help the child settle. A phased timetable with a clear end date may be used to help the child settle back into nursery.</li> <li>• Staff will start children's assessments when the child has settled in although a new starting point may be necessary.</li> <li>• Staff will check that any medicines that were in nursery for a child before lockdown are still in date. If out of date they will ask parents to provide these before the child can start. Out of date medicines will be sent home for disposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents to be honest with the nursery staff and provide all the latest up to date information regarding their child.</li> <li>• Parents will talk to the children about going back to nursery.</li> <li>• They may walk/drive to nursery and back again so the child can get used to the journey again, start structuring their daily routine at home as if they were going to nursery, e.g. time to get up.</li> <li>• Parents will check with staff that their child has the appropriate medicines in nursery before their child returns.</li> </ul>	4

Workforce	<p>Attendance</p> <p>Not knowing the procedure and coming to work with virus symptoms.</p>	12	<ul style="list-style-type: none"> <li>• Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Staffs temperature may be taken on arrival (with their consent), after lunch and at any other time the practitioner does not feel themselves. These must be recorded. A daily risk assessment for each member of staff must be completed on arrival before starting work.</li> <li>• Any returning staff must complete a risk assessment/health questionnaire.</li> <li>• Consideration must be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day.</li> <li>• Staffing will be reviewed regularly to ensure children who need to return can.</li> <li>• All staff will be contacted individually by telephone by the director to discuss their return to work.</li> <li>• Accrued annual leave will be managed by the managers and staff may be required to take leave with the company giving the appropriate notice period.</li> <li>• Staff who collect or handover child must wear a face mask or face covering. This must be stored in a labelled zip lock bag and be kept with them at all times. If mask need to be disposed of, they must be placed in a sealed nappy sack and place in a yellow tiger sack.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to provide own masks and wear them when required.</li> </ul>	4

	<p>Physical Distancing/ Grouping</p> <p>Staff rooms and offices do not allow for observation of social distancing.</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Wherever possible staff should remain with their groups of children, who they are allocated to and not come into contact with other groups. However, breaks will need to be covered. These should be staggered and where possible taken when children are sleeping.</li> <li>• If staff need to cover in other groups to cover lunches or the beginnings or ends of days they must wear a mask, a face visor and disposable apron. Hands must be washed thoroughly before entering the room. They must also try to limit the contact they have with children where possible. This includes all staff.</li> <li>• Staff understand that social distancing is impossible to maintain with young children.</li> <li>• Staff should limit their movement around the nursery. Only going into areas, they really need to.</li> <li>• Staff breaks should be taken away from the children. Staff must ensure they are sat 2 metres apart from each other. Another unused area of the nursery may need to be used. There must be no more than 2 people in the staff room at anyone time. Rubery staff can use upstairs and Kings Heath staff can use the rear Pre School room for breaks, maintaining social distancing guidelines at all times,</li> <li>• Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.</li> <li>• Staff should avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing. If meetings are face to face social distancing must be maintained and the area well ventilated. Masks and Face Visors must be worn for meetings and supervisions if more than 2 metres distance cannot be maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Understand that social distancing with children is impossible and therefore we need to work collaboratively to ensure we do not put others at risk through our own actions.</li> <li>• Have confidence that we will continue to give your child the necessary interactions and affection that is essential to their social and emotional development and wellbeing.</li> </ul>	<p>2</p>
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			<ul style="list-style-type: none"> <li>• No more than 2 people in the office at any one time and only if they are able to stay 2 metres apart. Otherwise stand at the door.</li> <li>• No member of staff should enter the office without first knocking the door and then they must wait to be told they can come in. If the conversation can take place from the doorway, then this must happen.</li> <li>• If a confidential meeting/discussion needs to take place, staff must stay 2 metres apart and a window must be open for ventilation. Masks and Face visors must be worn.</li> <li>• No member of staff other than the manager is to leave their personal belongings in the office. Nor must they have their lunch in there. (this is a current policy)</li> <li>• When the cook leaves the kitchen to move around the nursery to deliver the food to rooms, collect plates and gather information, they must wear a mask and face Visor and maintain social distancing guidelines. They must not stop and chat.</li> <li>• Temporary or cover staff must follow our Covid-19 protocols and wear a face mask and visor when working with the children. They must try and stay distant from others where possible and personal care to be undertaken by regular staff where possible,</li> <li>• Staff should follow the Government guidelines with regard to social distancing outside of the nursery in order to try and remain infection free. Meeting up with people that is not yet allowed may result in a staff member having to self-isolate for 14 days. We are currently in a national lockdown.</li> </ul>		
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	<p>Training</p> <p>Staff not having the knowledge to understand the new policies.</p>	12	<ul style="list-style-type: none"> <li>• All staff must receive appropriate instruction and training in infection control by their manager and the standard of operating procedure and risk assessments within which they will be operating.</li> <li>• The virtual college Covid-19 course and Noodle Now's illness and infection control, Food safety and hygiene level 2, Food Premises Cleaning, Kitchen and Catering Practices, Health and Safety in the workplace and Children's Mental Health courses, must be completed by all staff before returning to work.</li> <li>• All staff to have a return to work interview with their manager before starting work to include discussion of the risk assessment, health, concerns and expectations.</li> <li>• All staff to refresh safeguarding training before starting back.</li> <li>• Supervisions will identify any further online training needed.</li> </ul>		4
	<p>Vulnerable staff</p> <p>Staff putting themselves at risk of serious illness.</p>	12	<ul style="list-style-type: none"> <li>• If staff have pre-existing medical conditions but have not been given a letter from the NHS. We will explore the options of them remaining furloughed, whether they can take holiday, unpaid authorized leave or reduce their hours to limit their exposure to potential risk.</li> <li>• Staff who have received a letter from NHS regarding shielding can be furloughed. If furlough comes to an end other options will include unpaid authorized absence, holiday, home working or any other alternative to furlough that the government may introduce.</li> <li>• Shielding is no longer required but we will work with vulnerable staff to ensure they remain as safe as possible.</li> </ul>		2
	<p>Pregnant staff</p> <p>Staff putting themselves at risk of serious illness.</p>	12	<ul style="list-style-type: none"> <li>• As usual we will do a pregnancy risk assessment. Pregnant staff member will be asked to seek advice from Midwife or consultant. They could be furloughed, work from home,</li> </ul>		2

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			consider early maternity leave if that's what they want to do or they may consider shared parental leave.		
	Well being Staff becoming stressed, unhappy and not wanting to come to work.	12	<ul style="list-style-type: none"> <li>• Staff will have a pre return to work discussion, a return to work interview and regular supervisions. They will be encouraged to discuss their feelings and concerns.</li> <li>• Confidential questionnaires may be done and managers will encourage staff to do these.</li> <li>• Managers will ensure staff are kept up to date and understand the nursery's response to Covid-19</li> <li>• Staff workload to be monitored and encouraged to take days holiday if numbers allow.</li> <li>• Staff are to be vigilant regarding the wellbeing of other team members and discuss any concerns they have.</li> <li>• Managers are to maintain regular contact with staff who are shielding.</li> </ul>		2
Parents	Physical Distancing  The start and end of the day create risks of breaching social distancing.	12	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Only one parent per family to drop off or collect their child unless there is an emergency that means the designated parent cannot collect. This must be communicated to the nursery by telephone before drop off or collection.</li> <li>• Drops off and collection will only be allowed at the front door (Rubery) and the Car Park gate (Kings Heath)</li> <li>• Parents must not congregate around the door when dropping off or collecting. They should maintain 2 metres social distancing away from the door and wait for their turn. A parent must only come to the door when their child is at the door with the member of staff. The child will then be left to walk to their parent by the member of staff.</li> </ul>	<ul style="list-style-type: none"> <li>• We ask parents to understand that we all have a shared and very serious responsibility in trying to prevent the transmission of this virus not only to the children and staff at the nursery but also to the families and extended families of every child in the nursery.</li> <li>• Parents should encourage their child to walk holding their hands to maintain safety while walking from</li> </ul>	4

			<ul style="list-style-type: none"> <li>• Handovers will be very brief. Anything else that needs to be communicated to parents will be done by telephone.</li> <li>• Face masks or face coverings must be worn when dropping off and collecting their child.</li> <li>• If parents wish to speak to a member of staff this must be done by telephone.</li> <li>• No parents will be allowed to enter the setting.</li> <li>• Parents must maintain social distancing with each other while waiting outside the nursery.</li> <li>• If a child is upset, staff will support and take the child in by hand.</li> <li>• Non walking children will continue to be handed over to staff.</li> <li>• Setting in sessions must be done without the parent entering the building wherever possible. If this is too distressing for the child the parent must stay 2 metres apart from staff and no other children should be in the same room. When the parent leaves the child for a short period, they can stay in the car in the car park if they do not wish to leave. The parent will stay for no more than half hour and must wear a face mask / face covering throughout the settle. Settling in sessions should be done outside wherever possible. All control measures must be followed.</li> </ul>	<p>the car park to the front door or car park gate.</p> <ul style="list-style-type: none"> <li>• Parents to wear a mask or face covering</li> <li>• Please check with the manager that all your contact details are up to date.</li> <li>• Telephone or email the nursery with any new allergies/routines etc. to ensure your child's care and our records are up to date.</li> <li>• Must not communicate with the nursery via Facebook Messenger.</li> <li>• To follow all control measures in place.</li> </ul>	
	<p>Communications</p> <p>Parents and carers are not fully informed of the health and safety requirements in place for the re-opening.</p>	12	<ul style="list-style-type: none"> <li>• All parent will receive clear communications regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves. They will have access to this risk assessment and it will be available on our website.</li> <li>• We welcome any comments and ideas from parents to improve our precautionary measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the nursery with any additional valid ideas as appropriate but understand they may not be practicable within the setting.</li> </ul>	2

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	<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of Covid-19.</p> <p>Communications with parents and carers about expectations are not clear or in place.</p>	<p>12</p> <p>12</p>	<ul style="list-style-type: none"> <li>• All parents have been contacted through email / Tapestry and where necessary, phone call. A copy of this risk assessment is on the nursery website.</li> <li>• Parents and carers have been informed what they need to do if their child or a family member has symptoms of Covid-19. They have been signposted and given the website link of where to get tested.</li> </ul>		<p>2</p> <p>4</p>
<p>Visitors</p>	<p>Visits</p> <p>Not having a procedure in place for contractors or visitors to the setting.</p>	<p>12</p> <p>12</p>	<ul style="list-style-type: none"> <li>• No visitors will be allowed into the setting unless essential. (e.g. essential building maintenance). Where possible these should be made outside of nursery operational hours.</li> <li>• Any official visitors must not be allowed into the nursery without their identity being verified with their employer and permission sort from the directors.</li> <li>• Any essential visitors are by appointment only and will not have contact with the children or the staff. The manager will remain 2 metres apart, can wear PPE if needed and the meeting must take place away from others. Face masks must be worn by both parties.</li> <li>• Show arounds were possible will remain virtual for the time being. However, if prospective parents would like to view the nursery they can as long as they adhere to the following procedure.             <ul style="list-style-type: none"> <li>- Visits are strictly by appointment only at the end of the day when we are at our quietest.</li> <li>- One parent/carer only on the show around</li> <li>- No children will be allowed on the show around</li> <li>- Temperatures of visitors must be taken</li> </ul> </li> </ul>	<p>Prospective parents will adhere to the show around policy.</p>	<p>2</p> <p>2</p>

			<ul style="list-style-type: none"> <li>- Masks/face coverings must be worn on the show around</li> <li>- Hand sanitizer must be used on entry to the nursery</li> <li>- Parents/carers must not touch anything in the nursery</li> <li>- Parents/carers will not be allowed to go into the area where the children are.</li> <li>- Track and Trace forms must be completed</li> <li>- 2 metres social distancing must take place at all times during the visit</li> <li>- The show around will last for approximately 10 minutes and no more than 12 minutes</li> <li>- The following day the nursery will call the parent/carer for a chance to discuss the nursery and answer any questions.</li> </ul>		
Travel	<p>Travel associated with the nursery operations</p> <p>Putting staff, parents and children in a situation where they are meeting more people and risk being unable to social distance effectively, therefore increasing their risk of infection.</p>	12	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to nursery alone, using their own transport, cycling or walking.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed.</li> <li>• Social distancing must be maintained during their journey to and from nursery e.g. walking together in family groups</li> <li>• Parents must not leave travel accessories including pushchairs, car seat, scooters etc. on the nursery premises. They should be either taken away with them or stored in the nursery buggy shed.</li> </ul>	<ul style="list-style-type: none"> <li>• The pushchair shed must be used for all travel accessories.</li> </ul>	4

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Hygiene and Health & Safety	Current guidance		<ul style="list-style-type: none"> <li>We will do our best to work using the most up to date government and local authority guidance. However, this is quite often not released until after normal working hours and may not be implemented until at least 24 hours later.</li> <li>Clear signage to remind of social distancing. Signage should be laminated and cleaned daily.</li> <li>All staff and children's register of attendance and reasons for absence must be recorded daily by the manager.</li> </ul>	<ul style="list-style-type: none"> <li>If parents have any concerns please telephone the manager to discuss them.</li> <li>To inform the manager if any of the signage is damaged or missing.</li> <li>Parents to inform nursery if a child is going to be absent and the reason why.</li> </ul>	
	Fire drills Fire procedures not taking into account social distancing.	12	<ul style="list-style-type: none"> <li>Fire drills will remain the same as pre Covid-19 except for the fire assembly point. Each group will stand 2 metres apart where possible. In the case of an emergency, social distancing is not expected or required if it means risk to safety.</li> </ul>		2
	Hand Washing Inadequate supply of hand soap, paper towels hand sanitiser mean that regular hand washing routines cannot be established.	12	<ul style="list-style-type: none"> <li>All children and staff must wash their hands on arrival at the nursery for at least 20 seconds.</li> <li>Children and staff must wash their hands frequently throughout the day using effective hand washing techniques.</li> <li>Hand washing must take place after visiting the toilet, wiping noses, sneezing, being outside and before and after eating. (This list is not exhaustive and common sense must prevail)</li> <li>Children must be supervised when washing hands to ensure this is done correctly.</li> <li>Staff will model handwashing with the children.</li> </ul>	<ul style="list-style-type: none"> <li>Talk and teach the children about hand washing and the importance of washing them when they arrive at nursery.</li> </ul>	2

			<ul style="list-style-type: none"> <li>• It is all staff's responsibility to ensure that there is an adequate supply of soap and paper towels in all wash areas.</li> <li>• Staff will use a fresh, clean cloth for each child when washing their faces. The same cloth will not be used for hands and face.</li> <li>• Paper towels must be used and disposed of.</li> <li>• Teach the children in an age appropriate way to wash their hands, sneeze/cough into armpits or elbows, use tissues and to bin it. (Catch it, Bin it, Kill it)</li> <li>• Tissues will be readily available.</li> <li>• Antibacterial spray, gloves and clean cloths will be readily available in all areas to wipe down area that have been coughed or sneezed on.</li> <li>• Hand dryers must not be used.</li> </ul>		
<p>Cleaning</p> <p>Cleaning is reduced and a thorough deep clean is not done.</p> <p>Procedures not in place for deep cleaning following a suspected case.</p> <p>Inadequate supplies and resources men that shared items are not cleaned after use.</p> <p>Inadequate supply are cleaning products.</p>	<p>12</p> <p>12</p> <p>12</p> <p>12</p>	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule must be implemented that includes furniture, surfaces, toys and equipment. Cleaning should be done in a way that is normally linked to deep cleaning.</li> <li>• Communal areas, touch points (door handles, doorbells, letter boxes etc.) and hand washing facilities must be cleaned and sanitized regularly.</li> <li>• Areas and equipment must be cleaned daily with a clean cloth and a Milton disinfectant solution. As well as the ongoing cleaning with anti-bacterial spray.</li> <li>• Internal and external bin lids must be cleaned and sanitized daily.</li> <li>• Toilets must be cleaned after each use. (paying particular attention to the seat and handle)</li> <li>• Bathrooms must be wiped down after each use and cleaned at lunchtime and the end of the day.</li> </ul>		<p>2</p> <p>2</p> <p>2</p> <p>2</p>	

			<ul style="list-style-type: none"> <li>• Cleaning cloths should be disposable where possible. If not, they must be washed after every use at 60°C.</li> <li>• Cleaning clothes and mops must follow the correct colour coding for areas and washed daily on a 60°C wash.</li> <li>• Mop buckets must be emptied and cleaned after each use.</li> <li>• Floors must be cleaned daily</li> <li>• Outdoor play equipment must be wiped down between each group using it.</li> <li>• Cleaning will be done by all staff throughout the day by staff who are not working with the children as well as staff within the rooms. The usual daily cleaning tasks will be done as they have always been done. We have children that do shorter days than others so staff will take advantage of this and use this time to clean and sanitize.</li> <li>• IT equipment and telephones are to be cleaned after each use.</li> </ul>		
	<p>Waste Disposal</p> <p>Used tissues left lying around for people to pick up and transfer infection.</p>	12	<ul style="list-style-type: none"> <li>• All waste must be disposed of in a hygienic and safe manner at least once a day. More if deemed necessary.</li> <li>• There will be a lidded bin available in all rooms and this will be emptied and wiped down regularly during the day.</li> <li>• Tissues must be disposed of immediately.</li> <li>• Hands must be washed after disposing of rubbish.</li> </ul>		3
	<p>Laundry</p> <p>No access to a washing machine and washing line and not enough time or staff to wash everything daily.</p>	12	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering must be washed at 60°C unless this would cause the item to become damaged. If items cannot be washed at 60°C then they may need to be left for 72 hours after washing,</li> <li>• Do not leave the wet washing in the washing machine. Any remaining germs can multiply rapidly.</li> <li>• Where possible line dry.</li> <li>• Wash your hands after handling dirty laundry.</li> </ul>		1

	Risk Assessment		<ul style="list-style-type: none"> <li>All activity should be risk assessed and due consideration given to any adaptations to usual practice.</li> </ul>		
	PPE		<ul style="list-style-type: none"> <li>Government guidance is that PPE is not required for general use in early years settings to protect against Covid-19 transmission. PPE should continue to be worn as normal for nappy changing, the administration of first aid and the dealing with other bodily fluids.</li> </ul>		
	Clothing and Jewellery	12	<ul style="list-style-type: none"> <li>Staff and children to wear a clean set of clothes daily.</li> <li>Where possible sleeves should come no lower than the elbow. (Bare Below Elbow)</li> <li>Staff should wear a wedding band and engagement ring only. No other rings permitted.</li> </ul>		2
	<p>Germs being transferred from yesterday's clothing.</p> <p>Germs not being washed away from hand jewellery, therefore spreading infection.</p>				
	<p>Kitchen and mealtimes</p> <p>Germs transferred to other areas and other people if hygiene procedures not followed.</p>	12	<ul style="list-style-type: none"> <li>Kitchen hygiene practices must be followed.</li> <li>Use dishwasher on highest setting where possible unless this will damage the items being washed.</li> <li>Only beakers, crockery and utensils provided by the nursery are allowed.</li> <li>Children must not bring these from home. The exception is babies' bottles and beakers that are essential for a child's well-being. These must be wiped down upon arrival.</li> <li>If a child brings a packed lunch onto the premises it must be in a wipe clean box. The box and its contents must be</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that any food brought from home must be in wipe clean packaging and container.</li> </ul>	2

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			wiped down before being stored. Food from home must be stored in a separate fridge.		
Premises	<p>Building</p> <p>Building not checked before re opening and is unsafe.</p> <p>Not enough access to fresh air and the outside area may increase the risk of spreading Covid-19.</p>	12	<ul style="list-style-type: none"> <li>Where premises have been temporarily closed during lockdown appropriate health and safety checks will be done prior to re-opening by the directors. Fire Alarms will be tested. Taps, dishwasher and washing machine run through with hot water, gardens and fencing checked and boilers checked.</li> <li>Windows should be kept open where possible to ensure ventilation</li> <li>Children and staff should be outside for the majority of the day.</li> <li>There will be plenty of signage around the premises reminding people to maintain social distancing, to wash hands, to catch it, kill it, bin and areas of no entry.</li> </ul>	<ul style="list-style-type: none"> <li>Please dress your child in layers as the windows will be open and if it starts to feel cool, we will add layers to the child before shutting the windows.</li> <li>To look out for the signs, talk to children about them and follow the instructions.</li> </ul>	2
	<p>Resources</p> <p>Resources can pass on the Covid-19 virus as it stays on surfaces for a period of time.</p>	12	<ul style="list-style-type: none"> <li>Children must not bring items from home into the nurseries unless absolutely essential for their wellbeing such as dummies or bedtime comforter. Where this is the case, the item must be removed from the child, upon arrival until they need it and appropriately cleaned It will need to be placed into the child's bag until needed. Children must not be allowed to bring in toys because 'they want to'. This is an existing policy in the nursery.</li> <li>Children will not take home any resources.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage the children not to bring items from home.</li> </ul>	4

			<ul style="list-style-type: none"> <li>• Any paper-based correspondence or records will not be sent home,</li> <li>• All resources, both indoors and outdoors required for play and learning experiences of children should be regularly washed and/or sterilised.</li> <li>• Equipment used by staff such as tablets, stationary, telephones, computers etc should be allocated to staff members wherever possible and cleaned regularly. Staff should avoid sharing pens etc.</li> <li>• Soft furnishings and soft toys need not be removed but must not be shared between groups and must be washed every day or removed at the end of the day for at least 72 hours before being put back.</li> <li>• All monetary transactions must be done via bank transfer or card payment over the phone.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents to regularly look at Tapestry. If not on this platform then parents to communicate via email or phone.</li> </ul> <p>Parents to ensure they have the nursery bank account details and that fees are paid on time. Late payment charges still apply.</p>	
Supplies	<p>Procurement &amp; Monitoring</p> <p>Not enough PPE, resources and food may increase the risk of spreading the infection and may close the setting down temporarily.</p>	12	<ul style="list-style-type: none"> <li>• The setting should ensure an adequate supply of essential supplies. The setting will not be able to operate without essential supplies required for infection control. It is every member of staff's responsibility to report to the manager if supplies are running low but it is ultimately the managers responsibility to check supplies daily and reorder in plenty of time.</li> <li>• If the manager is finding it difficult to order supplies, they must inform the director in plenty of time so they may explore other options of purchasing PPE.</li> <li>• A PPE stock monitoring system must be set up by the manager and completed daily.</li> <li>• If stocks are low other options may be considered, such as washable tabards/aprons. These must be washed at 60°C.</li> </ul>		4

			<ul style="list-style-type: none"> <li>• If disposable gloves are running low then nappy changing can be done without wearing them but thorough hand washing must take place immediately afterwards.</li> <li>• In the case of the supply of food being interrupted, procedures must be implemented to ensure appropriate alternatives are sources and normal food safety and hygiene processes are followed.</li> </ul>		
Responding to a suspected case	<p>Staff and parents are not aware of the school procedure should anyone display symptoms of Covid-19 or should there be a confirmed case of Covid-19.</p> <p>Arrangements to isolate individuals displaying symptoms of Covid-19 are not in place.</p> <p>Provision of PPE for staff where required is not available or not in</p>	12	<p>Anyone who is displaying coronavirus symptoms, or has displayed symptoms in the previous 10 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work unless they have tested negative for coronavirus.</p> <p>Anyone who has tested positive or has symptoms and chooses not to get tested must self-isolate for 10 days.</p> <p>The <u>main symptoms of coronavirus</u> are:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul> <p>They and their household members should follow the <u>advice for households with possible coronavirus infection</u>.</p>	<ul style="list-style-type: none"> <li>• Parents will need to check the most current information on testing and the track and trace system.</li> </ul>	2
		12			2
		12			2

	<p>line with Government guidelines.</p> <p>PPE is not available for staff providing intimate care and for cases where a child becomes unwell with Covid-19 symptoms.</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• In the event of a child developing suspected Coronavirus symptoms while attending the setting, they should be collected within half an hour (an hour at the most) and isolate at home with the NHS guidance.</li> <li>• Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. This should be a ventilated room and the window must be open.</li> <li>• The staff member responsible for the child during this time should try to stay 2 metres away from the child and should wear PPE in the form of gloves, apron, face mask and face shield.</li> <li>• If possible, the area the child was isolated in should be left and not used for 72 hours. All PPE, tissues etc. should be bagged up and left in the room for 72 hours before disposing of. After 72 hours the room / area can be thoroughly cleaned. If this is not possible then the area must be thoroughly cleaned immediately after the child has been collected and all PPE etc. securely bagged in a yellow tiger sack and disposed of in the yellow bin.</li> <li>• The area where the child's group is must be deep cleaned.</li> <li>• The person cleaning the area must wear PPE.</li> <li>• In the event of a staff member developing suspected Coronavirus symptoms while working at nursery, they should return home immediately, avoiding public transport where possible and isolate at home with the NHS guidance. They must also apply for a test. Proof of a negative test will be required before being allowed back into the setting otherwise the required self-isolation period will need to be followed as per the government guidelines.</li> <li>• All staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this</li> </ul>	<ul style="list-style-type: none"> <li>• Consider having their child tested if they display symptoms.</li> </ul>	<p>2</p>
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			<p>scenario. Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. If the child or staff member tests positive we will follow the DFE and WHO's guidance. The rest of their immediate group within their setting should be sent home and advised to self-isolate for 14 days. Proof of a negative test will be required before being allowed back into the setting otherwise the required self-isolation period will need to be followed as per the government guidelines.</p> <ul style="list-style-type: none"> <li>• 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 settings on the most appropriate action to take. In some cases, a larger group may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</li> <li>• Furloughed staff may be required to return to worked to cover staff absence.</li> <li>• We may need to cap numbers of children in the setting to maintain ratios.</li> <li>• We may need to temporarily close one or both of the settings if safety cannot be maintained or we do not have enough staff to cover due to self-isolating.</li> <li>• We will work with DFE, Public Health England and the local authority if anyone within the setting tests positive.</li> <li>• We will inform OFSTED if anyone in the setting tests positive.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#contents">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#contents</a></li> </ul>	
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Risk Assessment Responsibility	<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behavior, attendance and other policies are no longer fit for purpose in the current circumstances.</p> <p>Risks are not comprehensively assessed in every area of the nursery.</p> <p>Managers do not report concerns.</p>	<p>12</p> <p>12</p> <p>12</p>	<ul style="list-style-type: none"> <li>• All applicable policies have been updated in light of Covid19.</li> <li>• Covid-19 risk assessment and updates to existing policies ensure all are risk assessed comprehensively.</li> <li>• We reserve the right to refuse entry to anyone we believe should be isolating.</li> </ul> <ul style="list-style-type: none"> <li>• It is the managers responsibility to inform the directors if any part of the risk assessment isn't working or it needs changing because more children have started. It will be discussed and then adapted if needed.</li> </ul>		<p>2</p> <p>2</p> <p>2</p>
			<p>Lilliput Day Nursery has always had thorough hygiene practices, even before Covid-19 reared its ugly head, so germs are nothing new to us and neither is us trying to minimise the spread of them.</p> <p>Covid-19 is not your average bug though, so the above risk assessment has been done with the intention of <b>reducing</b> the risk of spreading in the nursery environment, <b>not preventing</b> the spread of it. Unfortunately, we can only do so much and cannot guarantee that children and staff will remain symptom or Covid-19 free. No one can, regardless of where you work, go to school or nursery. You cannot socially distance children. However, with sensible precautions we can minimise the risk.</p>		

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			<p>If you are not comfortable with the above risk assessment or feel that you cannot adhere to <b>all</b> the factors of this risk assessment, we ask that you do not bring your child into nursery. These measures have been put into place to help protect our staff and children as much as we can and we will not make exceptions for anyone.</p> <p>This risk assessment and policy is subject to change without notice at any time taking into account government and local authority announcements or updates, our children's and staff safety and any potential risks arising.</p>		
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Written by Alison Lane 26th May 2020  
 Updated by Alison Lane 28<sup>th</sup> May 2020  
 Updated by Alison Lane 29<sup>th</sup> May 2020  
 Updated by Alison Lane 1<sup>st</sup> June 2020  
 Updated by Alison Lane 16<sup>th</sup> July 2020  
 Updated by Alison Lane 14<sup>th</sup> September 2020  
 Updated by Alison Lane 23<sup>rd</sup> September 2020  
 Updated by Alison Lane 5<sup>th</sup> October 2020

Reviewed by Alison Lane, Charlotte Parsons and Annette Ellis 27<sup>th</sup> May 2020, 23<sup>rd</sup> September 2020.  
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 Reviewed by Alison Lane, Charlotte Parsons and Annette Ellis 5<sup>th</sup> October 2020 and reshared with all staff,

Date of Next Reviewed. This is an ever changing situation and will be reviewed and amended as frequently as needed.