



The Red House Coronavirus (COVID-19) protective measures risk assessment

Name of setting:	The Red House Children's Centre	Date of this risk assessment: Version:	10/09/2020 2
Risk being accessed:	This risk assessment will assist The Red House in preventing the transmission of Coronavirus (Covid-19) in the setting.		
Aim:	To support the health and safety of all children, families, staff and visitors. Implement Systems of control for prevention and control of Covid-19 Infection.		
Risk assessment to be reviewed on:	01/11/2020	Guidelines: See The Red House Systems of Control file for full access to Guidelines:	
What are the main methods of limiting the transmission of Coronavirus (COVID-19) at The Red House	1. Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices	Actions for education and childcare settings to prepare for wider opening from 10 th September 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings COVID-19: cleaning in non-healthcare settings NHS Test and Trace How it works Safe Working in Education and Children's Social Care settings including use of PPE Bristol LA Unique Transition Guide for the E YF	
	2. Infection prevention and control through regular cleaning practices		
	3. Infection prevention and control through minimising contact and mixing (social distancing)		
	4. Infection prevention and control by responding to individuals who are unwell with coronavirus symptoms and avoiding contact with anyone with symptoms		
People at Risk:	Staff Children Parents & carers Visitors Contractors Vulnerable groups	Building size and Description: Three storey detached former residential building with garden spaces the front, side and rear. There are two entrances from the public pavement into the Nursery garden and building. A third separate entrance from the public pavement is designated	

		<p>exclusively for catering deliveries and waste clearance.</p> <p>There are four exit/entrances on the ground floor from The Nursery building into the garden spaces.</p> <p>See attached floor plan for entrance and exit points.</p> <p>The Ground and first floor are Nursery spaces</p> <p>The Second floor of the building is used by staff only and not by children</p>
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1. Frequent hand cleaning and good respiratory hygiene practices

What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices			
Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk	Any additional actions	Who is Responsible For Implementing These Control measures?
Cleaning/washing hands regularly	<p>On arrival and on any subsequent entry into The Red House Building, staff, parents, carers, children, visitors and all contractors must use antibacterial hand gel available at all exit 4 and entry points. <i>(Please be aware of health and safety when dispensing hand sanitizer for young children use a pea sized amount under supervision)</i></p> <p>Posters are positioned at all exits and entrances and hand washing areas to remind everyone of respiratory hygiene, good hand washing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue which is binned safely</p> <p>Hand washing facilities with running water are in place in 5 different locations, three on the ground floor and two on the first floor. These are fully stocked with liquid soap and paper towels. There are additional handwashing facilities for staff only on the second floor and in the kitchen and utility room.</p>	Practice will include continued remodelling and explanation of the above throughout the day by all adults to support children's understanding.	<p>Senior management will ensure that soap dispensers and antibacterial hand gels are full from the start of each day.</p> <p>All staff are informed to direct everyone to use hand sanitiser upon entering the building.</p> <p>Rigorous checks carried out by senior</p>

	<p>Children and adults are reminded to wash hands more often for 20 seconds with running water and soap and to dry their hands thoroughly.</p> <p>All staff supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often throughout the day, for example, transitioning between activities, including before and after eating and after accessing the garden spaces. Cleaning hands will take place more often than usual. Practice will be to wash hands thoroughly for at least 20 seconds using running water and soap, drying thoroughly. Where access to running water and soap is limited, for example outside, an appropriate alcohol hand rub or sanitiser will be available, ensuring that all parts of the hands are covered.</p> <p>Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>We all remind each other to cover our mouth and nose with a disposable tissue (not hands) when coughing or sneezing and then bin the tissue straight away in the nearest hands free bin. Tissues will be available in all areas, on all floors. Bins will be emptied twice a day to ensure effective sanitation</p> <p>We will provide constant opportunities for children to learn and understand good hygiene throughout their time at The Red House. All adults will support children's understanding of good hygiene by role modelling good practice.</p>		<p>management to ensure that the necessary procedures are being followed.</p> <p>All staff All children</p> <p>All staff All children</p> <p>All staff All children</p> <p>All Staff</p>
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What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes

What is the risk rating: Low

2.Regular cleaning practices

What is the hazard: Risk of Covid-19 transmission through poor cleaning practices			
Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk	Any additional actions	Who is Responsible For Implementing These Control measures?
Surface cleaning	<p>Use of resources has been significantly reduced to include only those that can be cleaned thoroughly throughout the day. Strict cleaning routines are in place that staff implement throughout the day.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, light switches, chairs, sinks, bannisters and toilets.</p> <p>There is a limited or restricted use of high-touch items and non-easily washable/hard to clean items such as malleable materials.</p> <p>There is no use of sand. Water play is only used in conjunction with soap and is replaced throughout the day.</p> <p>Only machine washable fabrics are used, these are washed daily.</p> <p>Play resources and equipment are regularly washed and disinfected at the end of each day using our standard cleaning products.</p> <p>Enhanced Cleaning: We have implemented an enhanced cleaning schedule, based on the current Government document 'Covid-19 Cleaning in Non-healthcare settings', ensuring that surfaces touched by children and staff are cleaned regularly throughout the day, including table tops, door handles and all children's resources. Any small part resources or resources that cannot be cleaned safely will not be used in the nursery until further notice. These are stored in alternative premises.</p>		<p>All staff</p> <p>All staff</p> <p>All staff</p>
	Lidded touch free bins (pedal bins) are located in each area of the nursery for		

Sanitation	the disposal of tissues and other waste. These are emptied minimum twice per day. Gloves are used when emptying bins. Used paper towels and tissues are treated as clinical waste and disposed of in accordance with our current clinical hygiene policy		All team members Professional Hygiene Company
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What is the Hazard: Risk of Covid-19 transmission through poor cleaning practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes

What is the risk rating: Low

3. Minimising contact and mixing (Social distancing)

What is the Hazard: Risk of Covid-19 transmission through close contact with others			
Control measures <small>Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.</small>	What is being done to control this risk	Any additional actions	Who is Responsible For Implementing These Control measures?
Shielded and clinically vulnerable children and young people	Where appropriate, individual EHC plans will inform specific measure for individual children in addition to the Government guidelines. Where necessary, individual risk assessments will be put in place https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#safeguarding-and-welfare	If additional actions are identified on individual Risk assessments or Education Health Care Plans (EHCP) these will be implemented	SENCO
Shielded and clinically vulnerable adults	We ask all staff and parents to inform us if they fall into these categories so that appropriate individual risk assessments can be completed and necessary actions followed. Individual risk assessments will be carried out for all staff and other relevant adults who are in these categories.	If additional actions are identified on individual Risk assessments or Education Health Care Plans (EHCP) these will be implemented	SENCO
	We also ask that where possible families walk or cycle to The Red House,		Senior Management

<p>Traveling to and from the setting</p>	<p>Settings have been asked by the government to advise that families do not use public transport unless unavoidable. For those for whom this is unavoidable see COVID-19 safer travel guidance for passengers:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>		<p>Office Staff</p>
<p>Drop off/pick up times</p>	<p>There is a strict one way system for arriving and leaving The Red House. Family and staff entrance to the Nursery is through the double wooden gates. Children and families then proceed through the front garden and children only enter The Red House building through the office door as usual. Parents/Carers must remain in the front garden whilst children are welcomed into the Nursery. Parents/carers then leave the front garden along the brick path and out through the single metal gate. Staff do not enter the front garden but continue along the drive and enter the Red House building via the double red doors at the side of the building.</p> <p>The one-way entry and exit system enables appropriate social distancing between staff and between children and families when arriving and when collecting children. All are expected to use this space to ensure appropriate distances from all others. Until further notice the front garden space will only be used for children's play between 10:00am and 3:45pm.</p> <p>Every family is requested to limit your arrival and departure from The Red House to one adult for each child.</p> <p>Until further notice only children and staff will be able to enter The Red House building, Parents/cares have been informed that they must be prepared to say goodbye to child/ren whilst outside.</p> <p>Where parents and carers are waiting to drop off or collect their child, we will remind them to adhere to social distance guidelines. See statement:</p>		<p>Senior Management</p> <p>Senior Management</p> <p>Senior Management All Families/cares All Staff</p> <p>Senior Management</p> <p>All families /Carers</p> <p>Office Staff</p> <p>Office Staff</p>

	meals. 3 tables are set in the clock area and 2 in the dining area on the first floor.		
Movement around the Building/premises	<p>Stair gates at the office entrances have been installed raise awareness of the more limited space available in these areas. This supports appropriate social distancing</p> <p>Areas are kept well ventilated by keeping windows open where possible.</p> <p>The number of children using the bathroom/toilet facilities is, wherever possible, limited to one at a time – particular in the open plan bathroom on the ground floor.</p> <p>Extractor fan has been fitted in the internal bathroom</p>		<p>All staff All children</p> <p>All staff</p> <p>All staff</p>
Meetings with groups of people	<p>Where necessary we use remote platforms such as Zoom to avoid in-person and face to face meetings, e.g. using zoom conference calling to hold staff meetings, parent induction meetings and meetings with healthcare professional.</p> <p>Where meetings cannot be undertaken remotely, participants attending meetings will maintain a 2m separation throughout. Masks should be worn when appropriate.</p> <p>Meetings are held in the Family room which is designated for meetings and not used for Nursery practice. The room must be well ventilated for all meetings and cleaned after use</p> <p>There will be no hand shaking or touching as part of general personal greetings.</p>		<p>All staff</p> <p>All staff</p> <p>Senior Management</p>
Visitors	<p>Until further changes in the Government Guidelines all non-essential visits have been indefinitely postponed from visiting the setting.</p> <p>All meetings with other health/education professionals will be conducted by</p>		Senior Management and Admin

	<p>conference calling, unless to do so would be detrimental to the health and wellbeing of the child concerned. In these cases see actions for 'Meetings' in this risk assessment. In the case of the above all visitors are instructed to follow the control measures within this risk assessment, including wearing a mask when in the building.</p> <p>Visits by prospective parents/carers have also been postponed indefinitely</p> <p>Deliveries No persons making deliveries can enter the building. Post is to be put through the letter box and office staff to use hand sanitiser before and after opening mail or retrieving parcels.</p> <p>Food deliveries are only to be made directly to the kitchen through the separate entrance allocated for this. Strict hand washing must be undertaken before and after every delivery.</p>	<p>Video to be sent to prospective families as a virtual tour of the Nursery. This to be in circulation once the building of the art studio is completed.</p>	<p>Office Staff Senior Management</p>
<p>Office use and Office equipment</p>	<p>All desks are at least 2metres apart. Desks must be kept clear of all un necessary paper work to ease cleaning.</p> <p>There should be no desk sharing. Where this is unavoidable the desk surface should be wiped clean with anti-bacterial spray/wipes Each desk space must have its own office equipment. No office equipment staplers, hole punches pencil sharpeners etc should be shared. No lap tops to be shared. Computer use to remain the sole province of the desk user. Hand sanitizer dispenser is available by each intercom and phone handset to enable any unavoidable use by any other office member/Senior Management to clean hands equipment before use. Hand sanitizer to be available for use before and after the photocopier/printer</p>	<p>Sage software system to be transferred to online version.</p>	<p>Senior Management All office staff Senior Management</p>

	Office staff to reduce movement around the Nursery as much as is possible without causing undue negative impact on sharing of information between children and families		Senior Management Office staff
Play activities/curriculum	<p>Where possible we utilise our outdoor space as much as possible. Planning department have been informed of this necessity during the current pandemic.</p> <p>Until further notice we will not access public spaces such as Redland Green, local shops and the library. This will be constantly under review and will be revised as and when Government Guidance changes and these opportunities can be re-introduced.</p> <p>We will be retaining and using as many of our resources as we can that can be properly disinfected or washed throughout or at the very least, at the end of the day. For items that cannot be washed, like books, these will be rotated on a weekly basis, given them at least a week of non-use before being used again to ensure that they cannot transmit infection.</p> <p>Although some of these restrictions are unavoidable at the moment, we plan to maintain a strong element of child-initiated play within each group, where the children will be allowed to use a smaller number of resources while maintaining an element of freedom of choice and responsibility in their use.</p> <p>Our pre pandemic practice at The Red House, was resourced based in that each area throughout the building was dedicated to specific purposes and types of play. The newly adapted provision ensures that children still have access to a variety of experiences and types of play and much time, thought and planning has been given to ensure that there remains a broad and unique range of experiences available to all children.</p>		Senior Management Senior Management All staff

	Toys from Home. Children should not bring to The Red House toys or other items from home, unless this is essential to their health and wellbeing. Please let us know beforehand if this is the case.		Office Staff
Wellbeing	<p>Management will promote mental health & wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Children attending The Red House may have experienced changes to their routines and relationships during the past few months. The children returning to The Red House after a break will encounter more change when they return - change in the spaces they will be able to access, the size of the groups they will be in, the number of interactions with their peers and adults and the resources they will have access to. Our utmost priority will be their wellbeing, physical and emotional, and every adaptation to the environment has their wellbeing and safeguarding at its very heart. Children are encouraged to understand and participate in the changes that we are implementing as much as possible.</p> <p>Following documents have been resourced to enhance provision: MIND Coronavirus and your wellbeing Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) Young minds child's mental health during the coronavirus (COVID-19) pandemic</p>		Senior Management All Staff

What is the Hazard: Transmission of Covid-19 through close contact with others

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes

What is the risk rating: Low

	<p>The Red House but members of the child's household will have to self-isolate for 14 days. If a child is returning to Nursery whilst the household remains in quarantine then families/carers will need to arrange for somebody else to drop off and collect children for the additional 4 days that family members are self-isolating.</p> <p>If a child tests negative, other members of the household can stop self-isolating. If a child feels well and no longer has symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.</p> <p>We do not, as per Gov. guidance, request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p>The NHS Test and Trace service will contact anyone that tests positive for coronavirus (COVID-19) and ask them to share information about people with whom they have had close, recent contact and places they have visited.</p> <p>When NHS Test and Trace identifies that a child, young person or member of staff who tests positive for coronavirus (COVID-19) has spent some time in a nursery, childminder, school or college while they could have been infectious, they will take details of the nursery, childminder, school or college and those with whom the person had contact. Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>		
<p>An adult develops symptoms of coronavirus whilst on the premises</p>	<p>If an adult develops symptoms they must Isolation of the person to either a space with ventilation (if an adult) or to a quiet corner 2m away from all other children until the child is collected. Staff to wear PPE if with a child They must be sent home immediately. PPE to be used to clean the areas where the infected person has been They must then follow the isolation and testing procedure listed above.</p>		<p>Senior Management</p> <p>Senior Management</p>

<p>If a child develops symptoms of coronavirus whilst on the premises</p>	<p>If a child develops symptoms their family/carer will be called to immediately collect the child. While a child is awaiting collection from The Red House, an appropriate adult will take them to an area where they can be isolated behind a closed door and will stay with them until they are collected. This is likely to be the Family room on the first floor or an area in the garden. If in the family room a window will be opened for ventilation. Where it may not be possible to isolate a child, an appropriate adult will move with them to an area which is at least 2 metres away from other people. PPE provided by Local Authority specifically for this purpose is to be used - it is kept in the top office</p> <p>If the child needs to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for a child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, we will call 999 if the child becomes seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. The adult will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Wearing PPE the affected area will be cleaned with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		
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What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes

What is the risk rating: Low

Risk assessment method of circulation			
Staff: Email 29/05/2020 14/09/2020	Parents and carers: Email 29/05/2020 and website Website September 2020 update	LA/Ofsted: Website	Other:

Risk assessment completed by		
Name: Jo Kirby and Jake Arrindell	Role: Senior Management Team	Signature: <i>Jo Kirby</i> <i>Jake Arrindell</i>
Risk assessment authorised by		
Name: Maggie Kirby and Jo Kirby Amendment authorised Name: Maggie Kirby Jo Kirby	Role: Directors	Signature: <i>Maggie Kirby</i> <i>May 2020</i> <i>Jo Kirby</i> Signature: <i>Maggie Kirby</i> <i>Sept 2020</i> <i>Jo Kirby</i>
Review: Name: Jo Kirby Date: 10 th September Checked by: Name: Imogen Warren Jake Arrindell	Role: Director Role Senior Management	Signature: <i>Jo Kirby</i> Signature: <i>Jake arrindell</i> <i>Imogen Warren</i>