

Risk Assessment Form

This risk assessment has been written to mitigate the risk from Covid 19 to determine the control measures that can be put in place and should be used alongside any other existing risk assessments already in place.

Task / Activity Covered by the assessment	Nurseries during Coronavirus Outbreak		National Covid 19 Alert Tool	Likelihood (L)	X	Impact (I)	
			1	Almost Impossible	1	Insignificant (minor injury, no time off)	
Setting	Honeycroft		2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)	
Date of Assessment	05/10/20	Date Assessment to be reviewed	As required	3 Current Level	3	Moderate ((injury causing more than 7 days off)	
Person Completing	N Silsby		4	Likely	4	Major ((death or serious injury)	
Staff involved in assessment			5	Almost Certain	5	Catastrophic (multiple deaths)	
				Low = 1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most** likely impact (I) the accident might have, taking into account the control measures already in place. $L \times I = R$

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls will be put in place to reduce the risk further?	Revised Risk Rating			Sign as done	
			L	I	R		L	I	R		
1. TRANSMISSION OF VIRUS											
1.1	Attendance of Children and Staff	Infection of staff, children and families	<ul style="list-style-type: none"> • All adults know not to enter the setting if they are displaying any symptoms of coronavirus & that children are not to be brought to setting if they are displaying any symptoms of coronavirus • Information given to all parents/carers prior to attending. Accessible materials widely shared and visible • Government guidance is followed and updates shared with staff as required • Parents and carers closely monitor children for signs of Covid-19 symptoms in line with guidance • Communicate to staff and parents/carers that they need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they or their child is displaying symptoms of coronavirus and must not attend the setting if they have symptoms or have tested positive in the last 10 days. All children can be tested, including children under 5 ○ Provide details of anyone they have been in close contact with if test positive for coronavirus or if asked by NHS Test & Track ○ Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus ○ Inform the setting immediately of the results of a test 	3	3	M	<p>All staff and children's temperatures taken and recorded at the start of each session.</p> <p>Staff are limited to the minimum needed to look after children by agreeing a rota of staff working in the nursery based on predicted numbers.</p> <p>A further risk assessment will be completed if a child is attending more than one childcare setting or if a member of staff is working in an additional workplace.</p> <p>A short induction process for staff returning to the setting covering all changes will take place.</p>	2	3	M	NS

			<ul style="list-style-type: none"> ○ If the result is positive, the setting will contact the local health protection team to carry out a risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate ○ Any confirmed cases will also be reported to Ofsted 								
1.2	Protecting shielded and clinically vulnerable adults and children, and people with particular characteristics who may be at risk.	Infection of staff, children and families	<ul style="list-style-type: none"> ● Shielded & clinically vulnerable children and adults should follow government advice. From 1st August, shielding advice for all adults and children will pause, subject to a continued decline in the rates of community transmission of Covid-19. Therefore, any children on the shielded list can return to settings, as can those who have family members who are shielding ● If rates of disease rise locally, children (or family members) may still be advised to shield during the period where rates remain high and therefore may be temporarily absent ● Some children no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to the settings, You can find more advice from the Royal College of Paediatrics and Child Health ● If people with possible risk factors are concerned, settings discuss their concerns and explain the measures the setting is putting in place to reduce risks. Setting leaders should try as far as practically possible to accommodate additional measures. 	3	4	M	<p>Under exceptional domestic circumstances, prior to 1st August, (i.e. where remaining at home throughout the day creates an additional and higher risk), shielded/ extremely vulnerable staff may return to work where an individual risk assessment has been undertaken to assess and consider their own personal circumstances and to identify the risks and necessary controls to allow that member of staff to return to work. It may be necessary for those staff to be deployed in another role.</p> <p>Staff are offered an individual risk assessment before returning to work.</p>	2	4	M	NS

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				L	I	R		L	I	R	
1.4	Physical distancing and grouping	Infection of staff and children	<ul style="list-style-type: none"> • Early years settings are no longer required to arrange children and staff in small, consistent groups based on the fact that the overall risk to children from coronavirus (COVID-19) is low • Settings should still consider how they can minimise mixing to help reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus (COVID-19) • Therefore, to minimised mixing the children will be divided into groups which they stay in throughout each session. Groups are not mixed during the day, or on subsequent days and remain in one zone for each session • Adult: child ratios specified by the Early Years Foundation Stage are maintained • Attendance patterns have been reviewed to allow for consistency of groups of children mixing with no more than 14 other children throughout the week wherever possible • Parents are aware of all measures in place ahead of attending including group requirements • The same practitioners are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days • Small groups stay two metres away from each other throughout the session as much as possible • Universal use of face coverings is currently not recommended in EY settings – unless required for 	3	3	M	<p>Children will eat their meals in their group 'base' area</p> <p>Snack and lunch times will be staggered to allow each group to access toileting and handwashing area without crossing with another group</p> <p>The environment has been sectioned off to accommodate smaller group working</p> <p>Records of children and staff in each group, and any close contact that takes places between children and staff in different groups will be maintained</p> <p>Guidance for parents will include details on physical distancing, groupings and general operational changes</p> <p>Although universal use of face coverings in EY settings is currently not recommended, settings should consider their use for adults (staff and</p>	2	3	M	NS

			<p>specific tasks or where 2m distance cannot be maintained whilst a symptomatic child is awaiting collection. However, their use for adults, will now be considered in situations where social distancing is difficult, such as moving around in communal areas, corridors and during staff meeting and training sessions where 2m distance cannot be maintained</p> <ul style="list-style-type: none"> • If carrying out singing & musical instrument playing activities in a well-ventilated room with as much space as possible between groups. Additionally background or accompanying music will be kept to a low level so as not to encourage participants to raise their voices. Instruments & equipment will not be shared and should be disinfected between use 			<p>visitors) in situations where social distancing between adults in settings is not possible (e.g. when moving around in corridors and communal areas), particularly in the event of local lockdown.</p> <p>Reusable face coverings should be safely stored by wearers in individual, sealable plastic bags between use</p> <p>A small supply of face coverings should be held at the setting, in case they are forgotten, lost, damaged, damp or contaminated.</p> <p>Ensure awareness that some individuals are exempt from wearing face coverings</p> <p>Their use in face-to-face activities with children should still be avoided due to negative impact on learning</p> <p>Face coverings should be worn correctly and clear instructions given including importance of washing hands</p>			
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1.4	Social distancing and grouping continued	Infection of staff and children	<ul style="list-style-type: none"> • Children use the same area throughout the day, with a thorough cleaning of all areas at the end of the day • Contact and mixing between children and adults is minimised by amending the environment, remaining in groups and new routines • There is space between areas to allow for distancing during the children's play • Each group will have time allocated to spent outdoors • Sleeping mats adhere to physical distancing where possible and blankets are not shared and washed at a higher temperature • Toilet use is staggered where possible 								

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				L	I	R		L	I	R	
1.5	Health and hygiene	Infection of staff and children	<ul style="list-style-type: none"> All adults and children regularly clean their hands according to guidance on hand cleaning Handwashing facilities are available. Where a sink is not nearby an appropriate hand sanitiser is provided for staff and bowls of water and hand soap for children All adults and children clean their hands on arrival at the setting, before and after eating, before and after using the garden and encouraged to after sneezing or coughing Help is given to children who have trouble cleaning hands independently Good hygiene promoted 'catch it, bin it, kill it' approach shared: children reminded not to put hands/fingers in mouth/nose/eyes Lidded bins for tissues provided in each grouped area and are emptied at the end of each day The space is well ventilated using the ventilation units if required Paper towels are used in bathroom area and bins emptied regularly Cleanliness habits are reinforced through games, songs, visuals, adult support and repetition 	3	3	M		2	3	M	NS

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1.6	Cleaning	Infection of staff and children	<ul style="list-style-type: none"> Where any part of the premises has been closed, all required H&S checks are carried out before reopening Surfaces that children touch, such as toys, books, tables, chairs, doors, sinks, toilets, are cleaned more regularly than normal using standard detergents Toys that have been mouthed by babies and young children are placed in the sterilising buckets immediately Sharing of toys, resources and equipment is reduced as much as possible by remaining in groups. And any shared items and surfaces are cleaned and disinfected frequently Touch points of outside equipment is wiped down between groups of children Multiple groups will not use items or areas simultaneously No items can be brought in from home other than basic change of clothes, nappies and slippers Bedding is not shared by children and washed weekly at high temperature Soft toys & soft furnishings have been removed from the space Malleable materials are supervised closely on a small scale and are not shared between groups Hands are cleaned thoroughly before and after use of malleable materials 	3	3	M	<p>Unusable resources have been stored to clear space</p> <p>Staff belongings have been allocated an individual non-shared area</p>	2	3	M	NS

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1.7	PPE and cleaning supplies	Risk of infection if supplies run out	<ul style="list-style-type: none"> An adequate supply of essential supplies is available at all times Each area has its own 'cleaning zone; with access to all required items An 'isolation' pack is fully stocked and kept available to use should a child develop symptoms throughout the session and be required to self-isolate until a parent can pick them up 	2	3	M	<p>Supplies are monitored for PPE and cleaning equipment to ensure that a supply of stock is available at all times</p> <p>Supplies received from the LA regarding non-general use PPE</p>	2	3	M	NS
1.8	Arrivals and departures	Infection of staff, children and families	<ul style="list-style-type: none"> Parent and carer drop-off and pick-up arrangements have been organised to minimise adult to adult contact by marking two meter spaces for social-distance waiting Parents maintain two metre distancing when they drop off and collect children, by handing over to staff member on the door Only one adult is asked to bring the child for drop off / pick up Parents know their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact before attending Parents know that that they cannot gather at entrance or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) All adults and children clean their hands-on arrival at the setting No scooter, pushchairs, prams etc. to be left on site 	2	3	M	Guidance has been shared with all parents who, by sending their children, agree to follow it	2	3	M	NS

			<ul style="list-style-type: none">• A process is in place for safely removing face coverings when staff (who use them) arrive at setting. Follow government guidance on how to put on, remove store & dispose of face coverings• Temporary face coverings are disposed of in a covered bin and reusable face coverings placed in a plastic bag to be taken home. Hands are washed again before or on entry to the learning environment									
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1.9	Travel	Infection of staff and families	<ul style="list-style-type: none"> Parents and staff are made aware of recommendations on transport to and from centre to reduce unnecessary travel on public transport where possible and avoid peak times 	2	3	M	bike racks at rear of building promoted to help avoid public transport use	2	3	M	NS
1.10	Visitors	Infection of staff, children and visitor	<ul style="list-style-type: none"> No non-essential visitors can access the centre In instances where essential professionals such as social workers, speech and language therapists or counsellors, or other professionals are needed to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually If they need to attend in person, they are informed in advance of the latest COVID-19 safety arrangements and guidelines to follow relevant to that setting, and the number of attendances is kept to a minimum Essential visitors by appointment only and they are informed of health and safety procedures, including being willing to have temperature taken and remain within social distancing guidance or wear a facemask if this is not possible. Any items used, e.g. pen to sign in, must be cleaned thoroughly The professional should also have completed their own risk assessment that they can share with the setting in advance Delivery workers and suppliers will not enter the centre, instead food deliveries and other parcels will be drop-off at door 	2	3	M	<p>If a decision has been made to require face coverings for staff in certain situations where social distancing is difficult, such as in communal areas, the arrangements should also be communicated to visitors</p> <p>Visiting professionals are made aware in advance of settings' Covid-19 access arrangements to facilities such as toilets. Where possible, consider designating a specific toilet for visitors which can be cleaned between use.</p>				NS

			<ul style="list-style-type: none"> All essential maintenance and building work is completed outside of operational hours, wherever possible. If contractors must visit the premises they are informed of health and safety procedures. Any items used, e.g. pen to sign in, must be cleaned thoroughly If contractors must visit the premises they are informed of health and safety procedures. Any items used, e.g. pen to sign in, must be cleaned thoroughly If parents or carers need to enter the setting to help their child settle, they are made aware of the setting's safety guidelines, are asked to avoid close contact with other children and should ideally not stay for longer than an hour. Otherwise parents or carers should not enter the setting unless there is a specific need A record is kept of all visitors which follows the guidance on maintaining records of staff, customers & visitors to support NHS Test & Trace (date & time of visit, name & contact details, who they interacted with) 								
1.11	Sickness at the setting	Infection of staff and children	<p>Covid-19 sickness procedure.</p> <p>Adult:</p> <ul style="list-style-type: none"> If a member of staff falls ill whilst at the centre they will return home and arrange a test <p>Child:</p> <p>A procedure is in place to be followed if a child begins to show symptoms of coronavirus. This includes:</p> <ul style="list-style-type: none"> The child will be moved to a designated 'safe zone' this will be the 'sensory room' One adult will stay with the child using the 'isolation pack' available including required PPE The child will leave the building with parent/ care via the shortest route After any contact with someone unwell, staff must wash their hands thoroughly and the area around the person with symptoms should be cleaned with normal household disinfectant after they have left 	4	3	M	<p>An isolation kit is available at all time in the agreed 'safe zone'</p> <p>A duplicate PPE kit, including a face mask is available and accessible</p> <p>'safe zone' will receive a deep clean by staff wearing PPE If a member of staff or child attending the setting tests positive for coronavirus, report the case to the DfE</p>	3	3	M	NS

- Managers will follow latest PHE South East Health Protection Team: Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings FLOWCHART
- The child will not be able to return to the setting until 10 days or until a negative test result has been obtained
- Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice
- If the effected child tests positive for Covid-19 other children in the same group and staff member will be contacted and asked to self-isolate or get tested. They will not be able to return to the setting until 14 days or until a negative test result has been obtained. if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.
- The Confidentiality Policy will be followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus
- staff members and parents/carers understand that they will need to be ready and willing to:
 - book a test if they are displaying symptoms. All children can be tested, including children under 5
 - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms
- The Setting will contain any outbreak by following local health protection team advice and by notifying Ofsted

Helpline on 0800 046 8687 (option 1 for confirmed cases). They will provide any necessary information or support

Notify confirmed cases in settings to Brighton & Hove Local Authority Education Department by email: educationandskills@brighton-hove.gov.uk and to Brighton & Hove Local Authority Public Health Department by email: Publichealth@brighton-hove.gov.uk and to Ofsted

If there is an outbreak (2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected), call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) or if the matter isn't urgent, email SSHPU@phe.gov.uk They will advise whether any further

							<p>action is needed. In some cases, they may recommend a larger group self-isolate as a precautionary measure.</p> <p>If you think you may need to close the setting contact your HPT first to discuss the public health perspective</p>				
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1.11	Sickness at the setting continued	Infection of staff and children	<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> Gloves, an apron, protective glasses and a face mask from the 'isolation' kit will be worn by the supervising adult. Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice If child tests positive for Covid-19 other children in their group will be asked to self-isolate for 14 days Testing will be available for remaining staff and children in group The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus 						<p>If a member of staff or child attending the setting tests positive for coronavirus, reporting the case to PHE SE Health Protection Team on 03442253861. They will liaise with the local Health Protection Team and provide any necessary information or support</p> <p>If there is an outbreak (2 or more confirmed cases within 14 days, or an overall rise in</p>				

			<ul style="list-style-type: none"> Gloves continue to be worn for nappy changing, food preparation and distribution and first aid administration. Staff are encouraged to wash their hands frequently and have access to hand sanitiser in each zone Staff can select to wear face coverings and gloves routinely if they choose to 				sickness absence where coronavirus is suspected), the HPT will advise whether any further action is needed. In some cases, they may recommend a larger group self-isolate as a precautionary measure or where an outbreak is confirmed (and in consultation with the local Director of Public Health), they may dispatch a mobile testing unit				
1.12	Nappy changing and hazard waste removal	Staff may be exposed to the virus	<ul style="list-style-type: none"> Children whose care routinely already involves the use of some PPE due to their intimate care needs continue to receive their care in the same way Additional government guidance is followed on waste removal 								

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1.13	Reception areas, offices and staff rooms	Staff exposed to the virus through shared equipment	<ul style="list-style-type: none"> All tables, shared devices, chair backs and telephones to be cleaned by staff before and after use and at the end of the day with antibacterial cleaner Staff have access to different spaces for breaks to allow for social distancing Staff each have individual space to keep personal items Staff have hanger to store coats Staff leave fleeces onsite and take home to wash at the end of each week 	2	3	M	Cleaning materials are available in all area to enable staff to clean the handles of white goods/ cupboards etc and encourage staff to provide their own crockery/ mugs and to remove them from kitchens, and lunch boxes from shared fridges daily	2	3	M	NS

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2.	WELLBEING										
2.1	Staff wellbeing	Staff are worried and feel stressed because of the pandemic and fear of the risk of infection	<ul style="list-style-type: none"> Staff made aware of the measures in place to reduce infection as specified in the RA and given an induction before returning to work Staff are encouraged to raise concerns and suggest additional measures Rotas are in place to stagger use of staff break spaces as much as possible Staff have carried out free eLearning on Infection Control before returning to work Staff have been given access to BHCC information and well-being support as part of their induction before returning to work Staff meetings taking place remotely via video or audio link, outdoors or in well-ventilated rooms Changes to working practices do not result in staff missing out on breaks 	2	2	M	<p>Either in-person or video induction is given to all staff before returning to work including opportunity to ask questions and rise concerns</p> <p>Increase the frequency of supervision for vulnerable staff</p>	2	2	M	NS
2.3	Children's wellbeing	Children anxious about returning or impact of lockdown	<ul style="list-style-type: none"> Children's sessions have been reserved based on parent's assessment of if the child is ready to return or not Regular updates from home are encouraged via Tapestry and daily care diary, with option to send messages home, is completed for each child each day 	2	2	M	Photos of key people, and the altered environment have been sent out to families for them to talk about before start back	2	2	M	NS

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			<ul style="list-style-type: none"> High priority is given to wellbeing and any changes to behaviour or concerns are address with parents as soon as possible 								
2.3	Children's wellbeing continued	Children anxious about returning or impact of lockdown	<ul style="list-style-type: none"> Children will be welcomed back and settled personally, linking to specific needs and special interests. The theme for the new term is 'all about me' specifically planned to support this Guidance on supporting children's mental health and wellbeing during the coronavirus pandemic has been shared with staff 								
2.3b	Children's wellbeing unable to provide meals	Children at risk of missing a meal	<ul style="list-style-type: none"> Nursery to inform parents/carers to bring in a pack lunch if meals are unavailable for any reason Ensure any food preparation policy in place for COVID-19 including: hygiene, cleaning of equipment and arrangements to ensure social distancing for their own staff and when making deliveries 	2	1	L		2	1	L	NS
2.4	Staff home working	Staff may be injured as they are not used to working at home and have limited equipment	<ul style="list-style-type: none"> Staff have received guidance to support working from home Staff receive regular 'check-ins' whilst working from home 	2	1	L		2	1	L	NS

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3. COMMUNICATION											
3.1	Staff not up to date with most recent advice/guidance	Staff or children may risk exposure to virus if staff are not aware of relevant guidance	<ul style="list-style-type: none"> Managers to read, review and share all relevant information to ensure all staff are kept up to date Designated staff member to check for Government / Council guidance changes daily and notify managers of any significant changes Emergency procedures are regularly reviewed, updated and shared as required Agreed methods of communication – e.g. email, WhatsApp groups, staff contact numbers, etc. Managers has updated contact list for all members of staff 	2	1	L	Ensure all key information and changes are understood by all staff	2	1	L	NS
4. STAFFING											
4.1	Reduced staffing resulting in insufficient -supervision ratios - trained first aiders - qualified staff - 121 support	Children may risk injury. Staff at work may suffer increased stress	<ul style="list-style-type: none"> All Paediatric First Aid and Designated Safeguarding Lead requirements are met with updated training taking place this summer Staff to notify manager as early as possible if they or any member of their household are presenting Covid-19 symptoms and to follow NHS/111 isolation/medical advice Staff to notify manager as early as possible if they have travelled to a country that requires them to self-isolate to 14 days on their return Manager to monitor daily supervision levels to ensure staffing requirements are met 	4	3	M		4	3	M	NS

			<ul style="list-style-type: none"> Inform Ofsted and the Family Information Service if the setting needs to close 						
5.	EMERGENCY EVACUATION & FIRE								
5.1.	Staff and children unable to evacuate the building safety	Injury to children or staff	<ul style="list-style-type: none"> In case of fire or fire alarm activation, everyone to use their nearest available exit route If the recommended social distancing between different groups, in corridors and assembly points is not achievable, ensure the greatest separation available is utilised Staff to be informed of any changes to the fire evacuation procedures if any changes have taken place a fire drill is carried out to practise the new routes/measures 	2	3	M			NS

Guidance on infection prevention and control

- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

Other relevant guidance

- [Supporting vulnerable children and young people during the coronavirus outbreak](#)
- [Guidance on the temporary early years foundation stage \(EYFS\) coronavirus \(COVID-19\) disapplications](#)
- [Ofsted's response to coronavirus \(COVID-19\)](#)
- [EYFS reforms: government consultation response](#)

[Government guidance is available here](#)