

**How to use this Risk Assessment:**

- This RA is used to mitigate the risk from COVID-19 and should be used alongside any other risk assessment for the task being undertaken.
- To calculate Risk Rating (R): assess the likelihood (L) of a member of staff/others contracting COVID-19, taking into account the control measures that will be in place against the **most** likely impact (I) of contracting COVID-19 might have **L x I = R**
- This risk assessment includes any Local COVID-19 Alert Levels (if in place) as a guide/ baseline on the likelihood of infection **without control measures in place** and whether a lockdown is in place.
- As the Local Alert Level or lockdown status changes the risk assessment should be reviewed – consider whether the likelihood of transmission of COVID has changed and whether the control measures you have in place remain effective
- The circumstances of vulnerable staff and staff that live with a vulnerable person will be considered individually and an Individual COVID-19 RA is available to support these staff. The individual RA can be used to support all staff that have personal or domestic concerns about returning to or working in the workplace

Task / Activity Covered by the assessment	Nurseries during Coronavirus Outbreak – during third national lockdown			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	15/03/21	Date Assessment to be reviewed	regularly	3 National Lockdown in place	Possible	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	S Deda & A Marks			5	Almost Certain	5	Catastrophic (multiple deaths)	
To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the <b>most</b> likely impact (I) the accident might have, taking into account the control measures already in place. <b>L x I = R</b>					Low = 1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

Covid Alert Level and Lockdown Status

Government's <u>LOCAL COVID-19 ALERT LEVEL</u> for Brighton & Hove	Tier 1 MEDIUM	Tier 2 HIGH	Tier 3 VERY HIGH
Lockdown in Place [YES/ NO]	Yes - Brighton and Hove is part of current national lockdown You must not leave, or be outside of your home except where necessary. Some restrictions have been lifted as part of the current road map, stage one, schools and wrap around care opened from 08/03/21		

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	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"><li>• All adults know not to enter the setting if they are displaying any symptoms of coronavirus &amp; that children are not to be brought to setting if they are displaying any symptoms of coronavirus</li><li>• Both local and government guidance is followed and updates shared with staff as required</li><li>• Parents and carers closely monitor children for signs of Covid-19 symptoms in line with guidance. NB. Vaccines and teething may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus is suspected. Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child’s health, they should seek medical advice</li><li>• Communicate to staff and parents/carers that they need to be ready and willing to:<ul style="list-style-type: none"><li>○ 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</li><li>○ Provide details of anyone they have been in close contact with if test positive for coronavirus or if asked by NHS Test &amp; Track</li><li>○ Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus or if they are required to quarantine having recently visited a country outside the Common Travel Area</li><li>○ Inform the setting immediately of the results of a test</li></ul></li></ul>	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 agreed sessions critical worker and vulnerable children only</p>	2	3	M	NS



1.2	<b>Protecting shielded and clinically vulnerable adults and children, and people with particular characteristics who may be at risk.</b>	Infection of staff, children and families	<ul style="list-style-type: none"> <li>clinically extremely vulnerable people are advised to only go out for medical appointments, exercise or if it is essential.</li> <li>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, should not attend setting</li> <li>Pregnant staff are considered to come under the clinically vulnerable category</li> <li>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.</li> <li>Children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend settings during the period lockdown measures are in place. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</li> <li></li> <li>Staff who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP &amp; may have been advised to shield in the past.</li> <li></li> <li>Staff and children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend settings, subject to their individual risk assessments.</li> <li>Clinically vulnerable staff, who are at higher risk of severe illness (for example, people with some pre existing conditions), have been asked to take extra care in observing social distancing and should be supported to work from home where possible, either in their current role or in an alternative role</li> <li>If clinically vulnerable staff cannot work from home, they should be offered the option of the safest available on site roles, enabling them to stay 2m away from others.</li> </ul>	3	4	M	Staff are offered an individual risk assessment before returning to work.	2	4	M	NS
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			<ul style="list-style-type: none"><li>• If clinically vulnerable staff have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk using the Individual COVID-19 risk assessment form</li><li>• Children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend settings in line with current guidance however managers should review their individual risk assessments.</li><li>• Pregnant staff are considered to come under the clinically vulnerable category and in some cases, the clinically extremely vulnerable category, so should follow the government guidance for pregnancy &amp; be subject to individual risk assessments. Pregnant staff of any gestation should not be required to continue working if this is not supported by the risk assessment. Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach and should adhere to any active national guidance on social distancing or advice for pregnant staff considered to be clinically extremely vulnerable. Further advice is available from the Royal College of Gynaecologists.</li></ul>								
1.3	Physical distancing	Infection of staff and children	<ul style="list-style-type: none"><li>• Adult: child ratios specified by the Early Years Foundation Stage are maintained</li><li>• Parents are aware of all measures in place ahead of attending</li><li>• The staff team has been reduced to ensure the least amount of adults on site to maintain adult:child ratios</li><li>• Children have been group by age based and adult:child ratios and do not mix during the day</li><li>• Each group has a staggered start time</li><li>• Each group has consistent group leaders</li><li>• Face shields are worn by all staff and in particular</li></ul>	3	3	M	Records of children and staff attending each session will be kept  Guidance for parents will include details on physical distancing and general operational changes  A supply of face shields is held at the setting, in case	2	3	M	NS

			<ol style="list-style-type: none"> <li>1) When on the door greeting children and parents for drop off or pick up times</li> <li>2) When meeting an essential visitor When meeting with others for longer than 15 minutes and a 2-meter distance cannot be maintained</li> <li>3) When working alongside others in one spot for longer than 15 minutes and a 2-meter distance cannot be maintained</li> </ol> <ul style="list-style-type: none"> <li>• Staff are responsible for ensuring their face shield is; Clearly named, Kept clean and sanitary and Stored away safely when not in use, not left lying around</li> </ul>				<p>forgotten, lost, damaged, damp or contaminated.</p> <p>Face shields should be worn correctly and clear instructions given including importance of washing hands.</p>				
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				L	I	R		L	I	R	
1.4	Social distancing	Infection of staff and children	<ul style="list-style-type: none"> <li>All children will have time allocated to spent outdoors</li> <li>Sleeping blankets are not shared and washed at a higher temperature</li> </ul>								
1.5	Health and hygiene	Infection of staff and children	<ul style="list-style-type: none"> <li>All adults and children regularly clean their hands according to guidance on hand cleaning</li> <li>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</li> <li>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 do so after sneezing or coughing</li> <li>Help is given to children who have trouble cleaning hands independently</li> <li>Good hygiene promoted 'catch it, bin it, kill it' approach shared: children reminded not to put hands/fingers in mouth/nose/eyes</li> <li>Lidded bins for tissues provided in each grouped area and are emptied at the end of each day</li> <li>The space has high ceilings and in general is well ventilated but can be increased by using the ventilation units if required</li> <li>Paper towels are used in bathroom area and bins emptied regularly</li> <li>Cleanliness habits are reinforced through games, songs, visuals, adult support and repetition</li> </ul>	3	3	M	Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.	2	3	M	NS

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1.6	Cleaning	Infection of staff and children	<ul style="list-style-type: none"> <li>A full deep clean of the premises has taken place 01/02/21</li> <li>Surfaces that children touch, such as toys, books, tables, chairs, doors, sinks, toilets, are cleaned more regularly than normal using standard detergents</li> <li>Toys that have been mouthed by babies and young children are placed in the sterilising buckets immediately</li> <li>any shared items and surfaces are cleaned and disinfected frequently</li> <li>Touch points of outside equipment is wiped down after use</li> <li>No items can be brought in from home other than basic change of clothes, nappies and slippers</li> <li>Bedding is not shared by children and washed weekly at high temperature</li> <li>Soft toys &amp; soft furnishings have been removed from the space</li> <li>Malleable materials are supervised closely on a small scale</li> <li>Children wash their hands thoroughly before and after messy play and frequently touched surfaces, equipment, tools and resources are cleaned and dried</li> </ul>	3	3	M	Staff belongings have been allocated an individual non-shared area	2	3	M	NS
1.7	PPE and cleaning supplies	Risk of infection if supplies run out	<ul style="list-style-type: none"> <li>An adequate supply of essential supplies is available at all times</li> <li>Each area has its own 'cleaning zone; with access to all required items</li> <li>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</li> </ul>	2	3	M	Supplies are monitored for PPE and cleaning equipment to ensure that a supply of stock is available at all times	2	3	M	NS



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1.8	Arrivals and departures	Infection of staff, children and families	<ul style="list-style-type: none"> <li>All parents dropping off or picking up children have been asked to now;               <ul style="list-style-type: none"> <li>Wear a face covering</li> <li>Remain behind the 2-meter mark</li> <li>Wait at two meter intervals from each other</li> <li>Staggered start times in bubbles</li> <li>Be patient while waiting for the door to be opened</li> </ul> </li> <li>Parents maintain two metre distancing when they drop off and collect children, by handing over to staff member on the door</li> <li>Only one adult is asked to bring the child for drop off / pick up</li> <li>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)</li> <li>All adults and children clean their hands-on arrival at the setting</li> <li>No scooter, pushchairs, prams etc. to be left on site</li> </ul>	2	3	M	Guidance has been shared with all parents who, by sending their children, agree to follow it	2	3	M	NS
1.9	Travel	Infection of staff and families	<ul style="list-style-type: none"> <li>Staff and families are reminded they must not leave, or be outside of your home except where necessary</li> <li>Bike storage is available on site for staff choosing to cycle</li> <li>The car parking space is offered on rotation to staff choosing to drive</li> <li>Staff are reminded now to offer lifts to each other, as a safe social distance cannot be maintained</li> <li>Parents are made aware of recommendations on transport to and from centre to reduce unnecessary travel on public transport where possible and avoid peak times</li> </ul>	2	3	M	bike racks at rear of building promoted to help avoid public transport use	2	3	M	NS

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				L	I	R		L	I	R	
1.10	Visitors	Infection of staff, children and visitor	<ul style="list-style-type: none"> <li>Non-essential visitors are avoided where possible.</li> <li>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</li> <li>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</li> <li>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</li> <li>The professional should also have completed their own risk assessment that they can share with the setting in advance</li> <li>Delivery workers and suppliers will not enter the centre, instead food deliveries and other parcels will be drop-off at door</li> <li>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</li> <li>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</li> <li>Currently parents/carers are not able to help their child settle, instead regular virtual updates are provided to the family to show how the child is doing</li> </ul>	2	3	M	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.				NS

			<ul style="list-style-type: none"><li>A record is kept of all visitors which follows the guidance on maintaining records of staff, customers &amp; visitors to support NHS Test &amp; Trace (date &amp; time of visit, name &amp; contact details, who they interacted with)</li></ul>								
1.11	Sickness at the setting	Infection of staff and children	<p>Covid-19 sickness procedure.</p> <p><b>Adult:</b></p> <ul style="list-style-type: none"><li>If a member of staff falls ill whilst at the centre they will return home and arrange a test</li></ul> <p><b>Child:</b></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"><li>The child will be moved to a designated 'safe zone' this will be the 'sensory room'</li><li>One adult will stay with the child using the 'isolation pack' available including required PPE</li><li>The child will leave the building with parent/ care via the shortest route</li><li>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</li><li>Managers will follow latest PHE South East Health Protection Team: Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings FLOWCHART</li><li>The child will not be able to return to the setting until 10 days or until a negative test result has been obtained</li><li>Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice</li><li>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.</li></ul>	4	3	M	<p>If a member of staff or child attending the setting tests positive for coronavirus, report the case to the DfE Helpline on 0800 046 8687 (option 1 for confirmed cases). They will provide any necessary information or support and will also advise who at the setting is classed as a close contact and will also need to self-isolate</p> <p>Notify confirmed cases in settings to Brighton &amp; Hove Local Authority Education Department by email: educationandskills@brighton-hove.gov.uk and to Brighton &amp; Hove Local Authority Public Health Department by email: Publichealth@brighton-hove.gov.uk and to Ofsted</p> <p>If there is an outbreak (2 or more confirmed</p>	3	3	M	NS

			<ul style="list-style-type: none"><li>• 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</li><li>• staff members and parents/carers understand that they will need to be ready and willing to:<ol style="list-style-type: none"><li>1) book a test if they are displaying symptoms. All children can be tested, including children under 5</li><li>2) 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</li><li>3) self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms</li></ol></li><li>• The Setting will contain any outbreak by following local health protection team advice and by notifying Ofsted</li><li>• In the event of a positive test of a child or adult for Covid-19, please inform us via <a href="mailto:eyc@brighton-hove.gov.uk">eyc@brighton-hove.gov.uk</a> with the following information;<ul style="list-style-type: none"><li>-the name of your setting</li><li>-whether the case is a child or member of staff</li><li>-their initials</li><li>-confirmation that the person has received a positive test</li></ul></li></ul>				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 <a href="mailto:SSHPU@phe.gov.uk">SSHPU@phe.gov.uk</a> They will advise whether any further action is needed. In some cases, they may recommend a larger group self-isolate as a precautionary measure.				
1.11	Sickness at the setting continued	Infection of staff and children	<ul style="list-style-type: none"><li>• Face shields have been provided to all staff and spares are kept on site</li><li>• Gloves, an apron, protective glasses and a face mask from the 'isolation' kit will be worn by the supervising adult.</li><li>• A full deep-clean has taken place to the whole centre after confirmed cases of Covid-19, following government advice</li><li>• If child tests positive for Covid-19 other children in their group will be asked to self-isolate for 14 days</li><li>• Testing will be available for remaining staff and children in group</li><li>• 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</li></ul>								

[illegible]

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				L	I	R		L	I	R	
1.12	Nappy changing and hazard waste removal	Staff may be exposed to the virus	<ul style="list-style-type: none"> <li>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</li> <li>Additional government guidance is followed on waste removal</li> </ul>								
1.13	Reception areas, offices and staff rooms	Staff exposed to the virus through shared equipment	<ul style="list-style-type: none"> <li>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</li> <li>Staff breaks are staggered to avoid unnecessary contact and space is organised to allow for social distancing</li> <li>Staff each have individual space to keep personal items</li> <li>Staff have hanger to store coats</li> <li>Staff leave fleeces onsite and take home to wash at the end of each week</li> </ul>	2	3	M	Cleaning materials are available in all area to enable staff to clean after themselves	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"><li>Staff made aware of the measures in place to reduce infection as specified in the RA and given an induction before returning to work via zoom meeting</li><li>Staff are encouraged to raise concerns and suggest additional measures</li><li>Rotas are in place to stagger staff on site – separating out into two teams who do not cross over</li><li>Staff have carried out free eLearning on Infection Control before returning to work</li><li>Staff have been given access to BHCC information and well-being support as part of their induction before returning to work</li><li>Staff onsite and currently furloughed are updated regularly</li><li>Changes to working practices do not result in staff missing out on breaks</li></ul>	2	2	M	Either in-person or video induction is given to all staff before returning to work including opportunity to ask questions and rise concerns	2	2	M	NS
2.3	Children’s wellbeing	Children anxious about returning or impact of lockdown <ul style="list-style-type: none"><li>Children’s sessions have been reserved based on parent’s assessment of if the child should attend or not</li><li>Regular updates via Tapestry with home learning options are available to all children and daily care diary is completed for all children still attending</li><li>High priority is given to support those we determine as ‘vulnerable’ to continue to attend during this time</li></ul>	2	2	M		2	2	M	NS
2.3	Children’s wellbeing continued	Children anxious about returning or impact of lockdown <ul style="list-style-type: none"><li>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</li><li>Guidance on supporting children’s mental health and wellbeing during the coronavirus pandemic has been shared with staff</li></ul>								

2.3b	<b>Children's wellbeing unable to provide meals</b>	Children at risk of missing a meal	<ul style="list-style-type: none"> <li>Nursery to inform parents/carers to bring in a pack lunch if meals are unavailable for any reason</li> <li>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</li> </ul>	2	1	L		2	1	L	NS
2.4	<b>Staff home working</b>	Staff may be injured as they are not used to working at home and have limited equipment	<ul style="list-style-type: none"> <li>Staff have received guidance to support working from home</li> <li>Staff receive regular 'check-ins' whilst working from home</li> </ul>	2	1	L		2	1	L	NS
3.	<b>COMMUNICATION</b>										
3.1	<b>Staff not up to date with most recent advice/guidance</b>	Staff or children may risk exposure to virus if staff are not aware of relevant guidance	<ul style="list-style-type: none"> <li>Managers to read, review and share all relevant information to ensure all staff are kept up to date</li> <li>Designated staff member to check for Government / Council guidance changes daily and notify managers of any significant changes</li> <li>Emergency procedures are regularly reviewed, updated and shared as required</li> <li>Agreed methods of communication – e.g. email, WhatsApp groups, staff contact numbers, etc.</li> <li>Managers has updated contact list for all members of staff</li> </ul>	2	1	L	Ensure all key information and changes are understood by all staff	2	1	L	NS
4.	<b>Staffing</b>										
4.1	<b>Reduced staffing resulting in insufficient -supervision ratios - trained first aiders - qualified staff - 121 support</b>	Children may risk injury. Staff at work may suffer increased stress	<ul style="list-style-type: none"> <li>All Paediatric First Aid and Designated Safeguarding Lead requirements are met with updated training taking place this summer (July 2020)</li> <li>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</li> <li>Staff to notify manager as early as possible if they have travelled to a country that requires them to self-isolate to 10 days on their return</li> <li>Manager to monitor daily supervision levels to ensure staffing requirements are met</li> </ul>	4	3	M		4	3	M	NS

			<ul style="list-style-type: none"> <li>Inform Ofsted and the Family Information Service if the setting needs to close</li> </ul>								
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5.	EMERGENCY EVACUATION & FIRE										
5.1.	Staff and children unable to evacuate the building safely	Injury to children or staff	<ul style="list-style-type: none"> <li>In case of fire or fire alarm activation, everyone to use their nearest available exit routes</li> <li>Staff to be informed of any changes to the fire evacuation procedures</li> <li>if any changes have taken place a fire drill is carried out to practise the new routes/measures</li> </ul>	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)

## Current restrictions

- <https://www.gov.uk/guidance/national-lockdown-stay-at-home>