

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	17/05/21	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 most likely impact (I) the accident might have, taking into account the control measures already in place. L x I = R					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]	Some restrictions have been lifted as part of the current road map, stage three from 17/05/21 - full lockdown to end not before 21 June 21		

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 coronavirusBoth local and government guidance is followed and updates shared with staff as requiredParents 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 adviceStaff are provided with lateral flow test kits to carry out at home twice a week. Staff must report their result to NHS Test and Trace and should also share their result with the setting to help with contact tracing. However, testing is not mandatory & staff do not need to provide proof of a negative test result to work, although participation in testing is strongly encouraged.Staff with a positive test result will need to self-isolate in line as per guidelines and will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative test result can continue to attend the setting as use protective measures.The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a	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> <p>All staff are provided with enough lateral flow tests to carry out testing twice weekly ahead of starting shift.</p>	2	3	M	NS

			<ul style="list-style-type: none">○ Staff with a positive test result will need to self-isolate in line as per guidelines and will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative test result can continue to attend school or nursery and use protective measures.○ The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus								
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.● Shielding advice was paused nationally from 31 March. All CEV children should attend their setting unless they are one of a very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend. CEV children returning to a setting should have an Individual Risk Assessment in place.● Staff who are clinically extremely vulnerable are● currently still advised to work from home if possible but can attend their place of work if they cannot work from home. Individuals in this group will have been identified through a letter from the NHS or from their GP & may have been advised to shield in the past. Staff in this group should continue taking extra precautions to protect themselves, and follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.● 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.	3	4	M	Staff are offered an individual risk assessment before returning to work.	2	4	M	NS

			<p>period where rates remain high and therefore may be temporarily absent.</p> <ul style="list-style-type: none">• 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.• Staff and the families of children who have been travelling abroad should follow the rules on arriving in England following international travel, as set out in red, amber and green list rules for entering England.								
1.3	Physical distancing	Infection of staff and children	<ul style="list-style-type: none">• Adult: child ratios specified by the Early Years Foundation Stage are maintained• Parents are aware of all measures in place ahead of attending• The staff team has been reduced to ensure the least amount of adults on site to maintain adult:child ratios• Children have been group by age based and adult:child ratios and do not mix during the day• Each group has a staggered start time• Each group has consistent group leaders• Face shields are worn by all staff and in particular<ol style="list-style-type: none">1) When on the door greeting children and parents for drop off or pick up times2) When meeting an essential visitor3) When working alongside others in one spot for longer than 15 minutes and a 2-meter distance cannot be maintained• 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• If staff need to move between groups of children, they should try and keep their distance from other staff as much as they can, ideally 2 metres from other adults	3	3	M	<p>Face coverings are mandatory in situations where social distancing between adults in settings is not possible e.g. when moving around in corridors and communal areas (unless staff are medically exempt or if speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate)</p> <p>Records of children and staff attending each session will be kept</p> <p>Guidance for parents will include details on physical distancing and general operational changes</p> <p>A supply of face shields is held at the setting, in case</p>	2	3	M	NS

			<ul style="list-style-type: none"> No more than 6 adults should sing at any one time along with the children and singing should be limited to the same 6 adults for the duration of the session 			<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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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	
1.4	Social distancing	Infection of staff and children	<ul style="list-style-type: none"> All children will have time allocated to spent outdoors Sleeping blankets are not shared and washed at a higher temperature 				Children in EY settings should not wear face coverings				
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 do so 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 has high ceilings and in general is well ventilated but can be increased by 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	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"> A full deep clean of the premises has taken place 01/02/21 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 any shared items and surfaces are cleaned and disinfected frequently Touch points of outside equipment is wiped down after use 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 Children wash their hands thoroughly before and after messy play and frequently touched surfaces, equipment, tools and resources are cleaned and dried 	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"> 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	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"> All parents dropping off or picking up children have been asked to now; <ul style="list-style-type: none"> - Wear a face covering - Remain behind the 2-meter mark - Wait at two meter intervals from each other - Staggered start times in bubbles - Be patient while waiting for the door to be opened 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 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
1.9	Travel	Infection of staff and families	<ul style="list-style-type: none"> Staff and families are reminded they must not leave, or be outside of your home except where necessary Bike storage is available on site for staff choosing to cycle The car parking space is offered on rotation to staff choosing to drive Staff are reminded now to offer lifts to each other, as a safe social distance cannot be maintained 	2	3	M	bike racks at rear of building promoted to help avoid public transport use	2	3	M	NS

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1.10	Visitors	Infection of staff, children and visitor	<ul style="list-style-type: none"> Non-essential visitors are avoided where possible. Specialists, therapists, clinicians and other support staff for SEND children will provide interventions as usual. They, as well as other professionals or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role. All essential visitors are informed in advance of the latest COVID-19 safety arrangements and guidelines to follow relevant to that setting, and the number of attendances at the same time is kept to a minimum, by appointment only Delivery workers and suppliers will not enter the centre, instead food deliveries and other parcels will be drop-off at door 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 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 	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">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)Organised performances: as of 17 May, such performances can take place in line with the DCMS performing arts guidance.								
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 PPEThe child will leave the building with parent/ care via the shortest routeAfter 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 leftManagers will follow latest PHE South East Health Protection Team: Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings FLOWCHARTThe child will not be able to return to the setting until 10 days or until a negative test result has been obtainedAdditional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government adviceIf 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	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 & 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</p>	3	3	M	NS

			<p>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.</p> <ul style="list-style-type: none">• 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:<ol style="list-style-type: none">1) book a test if they are displaying symptoms. All children can be tested, including children under 52) 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 Trace3) 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• In the event of a positive test of a child or adult for Covid-19, please inform us via eyc@brighton-hove.gov.uk with the following information;<ul style="list-style-type: none">-the name of your setting-whether the case is a child or member of staff-their initials-confirmation that the person has received a positive test				<p>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 action is needed. In some cases, they may recommend a larger group self-isolate as a precautionary measure.</p>				
1.11	Sickness at the setting continued	Infection of staff and children	<ul style="list-style-type: none">• Face shields have been provided to all staff and spares are kept on site• Gloves, an apron, protective glasses and a face mask from the 'isolation' kit will be worn by the supervising adult.• A full deep-clean has taken place to the whole centre after confirmed cases 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								

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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"> 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 								
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 breaks are staggered to avoid unnecessary contact and space is organised 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 after themselves	2	3	M	NS

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			L	I	R		L	I	R		
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 via zoom meetingStaff are encouraged to raise concerns and suggest additional measuresRotas are in place to stagger staff on site – separating out into two teams who do not cross overStaff have carried out free eLearning on Infection Control before returning to workStaff have been given access to BHCC information and well-being support as part of their induction before returning to workStaff onsite and currently furloughed are updated regularlyChanges to working practices do not result in staff missing out on breaks	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 The government have compiled a list of mental health resources for staff, parents, carers and children: https://dfemedia.blog.gov.uk/2021/02/01/mental-health-resources-for-children-parents-carers-and-school-staff/	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 should attend or notRegular updates via Tapestry with home learning options are available to all children and daily care diary is completed for all children still attendingHigh priority is given to support those we determine as ‘vulnerable’ to continue to attend during this time	2	2	M		2	2	M	NS
2.3	Children’s wellbeing continued	Children anxious about returning or	<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								

		impact of lockdown	<ul style="list-style-type: none"> 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		
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	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 (July 2020) 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 10 days on their return 	4	3	M		4	3	M	NS		

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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"> In case of fire or fire alarm activation, everyone to use their nearest available exit routes 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)

Current restrictions

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