



## COVID-19 Risk assessment

Activity assessed: Nursery Phased Full Opening

Assessment date: 20.05.2020

Assessment reference: Covid-19

Name of assessor: Claire Burgess    Review date: Ongoing and 05.06.2020/27.08.2020/28.09.2020/22.10.2020/05.01.2021/29.03.2021

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Social Distancing	Children and staff may come into close contact with each other which could potentially increase risk of passing on infection.	<p>Children and staff in bubbles throughout each day.</p> <p>Children and staff enter and leave via individual doors.</p> <p><b>Staff wear masks when leaving their bubble for any reason.</b></p> <p>Parents are not permitted on the nursery premises other than for handovers.</p> <p>Outdoor space allocated to individual bubbles.</p> <p>Staff break times organised so that staff do not mix between bubbles.</p> <p>Signs to be put up by all entrances to remind parents of the need for social distancing if waiting (minimum of 2m).</p> <p>Staff allocated 'bubble area' for their breaktimes and storage of bags and coats.</p> <p>Phased return offered to parents to ensure numbers are kept lower in each room / bubble.</p>	2	2	4	4	Staff to maintain distance where possible and to ensure all cleaning procedures are adhered to between rooms e.g. staff fridge / toilet etc.	All staff and parents led by room leaders.	18.05.20 20	18.05.20 20

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2	Drop off/collecti on	Parents, children and staff as in Number 1.	<p>Parents have been advised that only one parent may attend drop off and collection. Social distancing must be respected by each entrance. Parents are not permitted to enter the nursery building and must only be on the nursery premises for brief handovers. Each bubble has its own individual entrance. Handovers must be brief with all information being communicated via the Famly app, message or by phone.</p> <p>Staff will wear a facemask when handing over to or from parents.</p> <p>Children must be ready to leave the setting for when a parent arrives to minimise handover time.</p> <p>Items other than those which are essential must not be brought into nursery. No toys to be shared between home.</p> <p>Temperature to be taken of all children and staff on arrival to setting, at approximately 1pm and then again at the end of a session. Temperatures to be recorded.</p> <p>LA guidance states that children should only attend one setting per day at this time and only attend more than one setting if necessary. Children who attend appointments including medical appointments should not return to nursery on the same day.</p>	2	3	6	6	Staff to be clear that long conversations cannot be conducted face to face with parents. Children to be encouraged to walk into setting wherever possible to further minimise contact.	Room leaders	18.05.20 20	18.05.20 20

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3	Isolation periods	Risk of infection to all.	<p>Parents and staff advised that they must not attend nursery if they or their child has any symptoms of Covid-19. All directed to government site for further information about isolation periods if a case is confirmed as positive for Covid-19.</p> <p>All staff advised of testing available if they have symptoms of Covid-19. All staff supported with this process if they need to ring in sick.</p> <p>Measures in place to isolate all relevant children and staff if a case of Covid-19 is confirmed in the nursery <b>in liaison with Public Health England.</b></p> <p>NOTE: Anyone displaying symptoms must contact NHS 111 immediately and they and all members of their household must self-isolate straight away. See Government Covid19 site for further details.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	3	3	9	9	<p>CB to create an information sheet for all staff for reference if they or a member of their household develops symptoms of Covid-19.</p>	JC and CB	18.05.20 20	18.05.20 20
								CB	29.05.20 20	29.05.20 20	

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4	Sickness/illness (staff & children)	Risk of infection spread.	<p>All advised that they must not attend nursery if they have any symptoms of Covid-19.</p> <p>Temperatures taken on entry to nursery and again at 1pm and then at the end of each session for all.</p> <p>If a child or member of staff develops symptoms then they must be sent home immediately / parents contacted immediately for collection of child.</p> <p>Whilst waiting for a parent, the child must be isolated near the door and supervised by a staff member who will wear PPE including a type IIR face mask, a visor, a disposable apron and disposable gloves. All other children will be removed to the garden until the child has been collected and the room cleaned. Once the child has been collected, the whole room will be deep cleaned before staff and children return to it. All PPE and cleaning equipment e.g. paper towels, to be disposed of immediately to reduce cross infection.</p> <p>All staff have been issued with Lateral Flow Tests which they will carry out twice weekly.</p>	3	3	9	9		All staff	18.05.2020	18.05.2020

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5	Emergency contact details/procedures	All if there is unnecessary delay in contacting parents.	All contact details are available on the Family app. Each room has a phone which can be used to contact families once approved by the manager or deputy manager.	2	2	4	4	CB to send out reminder to all parents to ensure their contact details are up to date on the Family app. <a href="#">Room leaders to check these are up to date regularly.</a>	JC and CB  Room Leaders	29.05.2020  31.10.2020	29.05.2020  Ongoing

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6	Handwashing Provision	All through cross infection	<p>Handwashing stations in each room. Touch points regularly cleaned throughout the day. Staff trained in correct handwashing procedure. Staff to support all children with handwashing to ensure correct process is followed.</p> <p>Soap and paper towels available at each handwashing station.</p> <p>Signage available by each handwashing station to remind all the correct process. Handwashing stations can be easily accessed by all children when in the garden.</p> <p>Handwashing is the priority and there are more than adequate handwashing facilities but where hand gel is provided it will contain a minimum of 70% alcohol to meet HSE standards.</p>	2	2	4	4	Handwashing routines to be clearly established with all children including when returning from the garden.	Room leaders and all staff	18.05.2020	18.05.2020

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7	Cleaning of equipment	All through cross infection.	Cleaning staff have remained on their full hours throughout partial closure enabling regular deep cleaning of all areas of the nursery. In addition, staff have continued with an enhanced cleaning routine including touchpoints and all resources used throughout each day. Any shared areas e.g. toilets or garden are being cleaned in between the use by each group / bubble. All bins emptied at least daily.	2	2	4	4	To be continually assessed and improved where necessary.	Led by room leaders but involving all staff	18.05.2020	18.05.2020
8	Sharing of resources	All at risk of cross infection	No resources / toys to be brought in from home. <a href="#">Some resources made by the children can be sent home e.g. pictures/craft.</a> All resources to be minimised in each room. All resources to be cleaned daily by each room. Each room has their own set of resources which can be accessed and rotated.	2	2	4	4		All staff but led by the leaders.	18.05.2020	18.05.2020
9	Using outdoor space and equipment	Potential cross infection	Each bubble has been allocated their own outdoor space and where any space is shared, cleaning is completed before the next group use it. A rota system is in place where this is necessary.	2	2	4	4		JC and all staff	01.06.2020	01.06.2020

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10	Supply of PPE	All at risk if adequate PPE is not used	Usual PPE is to be continued with including nappy changing / toileting and the administration of first aid. In addition, if a child displays symptoms of Covid-19 then a member of staff must wear PPE including a <b>type IIR face mask, visor, disposable apron and disposable gloves</b> and wait with that child until there are collected. All staff have been instructed to inform the management when stocks become low. In addition, this is regularly monitored by room leaders and the senior management team.	2	2	4	4	LN has ordered additional stock to ensure a ready supply is available in case of shortages.	All staff and LN	18.05.2020	18.05.2020
11	Supply of food	Children not having adequate meals whilst at nursery	The food is ordered in advance to ensure all ingredients are available including catering for children with allergies. Both cooks are fully qualified and can adjust menus to adapt to the available ingredients. Some food has been prepared in advance and frozen, particularly for children with allergies, to ensure a supply of meals is available to them.	1	1	1	1	LN to continue working with the cooks to ensure adequate food is ordered and that menu changes are agreed where necessary.	Cooks and LN	18.05.2020	18.05.2020



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12	Transport	All if using shared or public transport	All parents and staff have been advised not to use public transport to minimise the risk of cross infection. Where car seats or buggies need to be stored, a clear procedure has been communicated with the parents to minimise cross infection. Staff from different bubbles must not travel together in close proximity e.g. sharing lifts.	2	2	4	4		All	18.05.2020	18.05.2020
13	COSSH	All if chemicals / cleaners are accessed.	All COSHH products are stored in secure locations which cannot be accessed by the children.	2	2	4	4	Antibacterial sprays and cleaners being used consistently in each room / area, MUST be stored out of reach of the children. A designated area must be established in each room / area by the room leaders in conjunction with the senior management team.	Room leaders and SMT	18.05.2020	18.05.2020

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14	RIDDOR	All if an incident is not correctly reported.	<p>In line with HSE (Health and Safety Executive) we follow the guidance as set out below: You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ul style="list-style-type: none"> <li>• an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> <li>• a worker dies as a result of occupational exposure to coronavirus.</li> </ul>	2	2	4	4	In addition, we will follow guidance set out in <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> to support staff and parents with testing.	SMT	18.05.2020	18.05.2020
15	Vulnerable adults/children	Vulnerable adults and children	<p>Individual measures are in place to support any children who might be classed as vulnerable. This includes offering them continued provision during the partial closure. Vulnerable adults (staff) were shielded in line with the Government guidelines.</p>	1	3	3	3	Phased return offered to parents/children including those shielding. Currently no staff in this position.	SMT	18.05.2020	18.05.2020

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16	Washing and staff uniforms	Staff and children at risk of cross infection	Staff have been told to ensure their complete uniform is washed daily to minimise cross infection between groups of children.	2	2	4	4		All staff	18.05.20 20	18.05.20 20
17	Premises – windows and taps	All	Areas which have been closed will be well ventilated and taps run for the required amount of time (minimum of 5 minutes) to minimise the risk of infection from Legionella. Each area / room to be ventilated throughout the day by the opening of windows, whilst also considering the comfort of the children and overall temperature of the room.	2	3	6	6				
18	Emergency drills e.g. fire	Staff and children – increased risk of infection	Emergency evacuation drills for fire and Lockdown are regularly practised with specific areas defined for gathering.	2	2	4	4	SMT to identify revised procedures to ensure bubbles do not mix during these evacuations.	SMT and all staff	01.06.20 20	01.06.20 20
19	Meetings / training / apprenticeships	Staff – increased risk of infection	<p>Most meetings and training will take place virtually for the time being.</p> <p>Some meetings will be conducted during the working day where possible. Social distance will be observed, and masks will be worn. These meetings will be kept to less than 15 minutes where possible.</p> <p>A Microsoft Teams account has been set up and has been used to communicate the SOP to all staff.</p> <p>Apprenticeship training will continue virtually, and any observations can be carried out in conjunction with relevant room leaders or the SMT.</p>	1	2	2	2				

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20	Movement of SMT between settings	Staff and children – increased risk of infection	<p>The SMT can work between the two settings. SMT is based in the office and can use the cameras to oversee the running of each nursery when there. SMT can move between rooms but will take sensible precautions to minimise the risk of spreading infection including:</p> <ul style="list-style-type: none"> <li>• Washing hands between rooms.</li> <li>• Avoiding contact with children.</li> <li>• Maintaining social distance with staff where possible.</li> <li>• Wearing freshly washed uniform each day.</li> <li>• <b>Wearing a mask when leaving the office.</b></li> </ul>	2	3	6	6		JC and SMT	26.05.2020	26.05.2020

**All information in this risk assessment is subject to change.**

## Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score:  $L \times S = R$ .

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculation we multiply  $1 \times 4 = 4$ . This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply  $5 \times 4 = 20$ . This returns a Risk Rating of High on the Risk Rating Key.

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

**Risk Rating Key:**

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

**Definitions:**

<b>Risk Assessment</b>	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
<b>Hazard</b>	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
<b>Harm</b>	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
<b>Likelihood</b>	The chance that a hazard realises its potential to cause harm.
<b>Severity</b>	Extent of injury, damage etc.
<b>Risk</b>	The probability of a hazard actually causing harm.
<b>Controls</b>	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.