



Health and Safety Risk Assessment which includes the assessment of how the risk of exposure to Covid-19 is managed

<b>Description of activity/task:</b>	Childcare /Nursery Facility		
<b>Risk Assessor's name(s):</b>	Nursery Manager		
<b>Community hub:</b>	40 Manor Close	<b>Assessment reference no.:</b>	
<b>Assessment date:</b>	24/06/2021	<b>Assessment review date:</b>	

1	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?
	<p><u>Access and Egress from the facility</u> Risk of contamination of COVID-19 to staff, children and parents/visitors when they enter and exit the building</p>	Hirers	<input checked="" type="checkbox"/>	<p>-Parents and Visitors are not allowed to enter the facility during session time (7.30am to 6.00pm). -Parents will be made to observe social distancing and wearing of mask during pick-up and drop-off times, respectively. Posters and markings explaining the 2-metre distancing and PPE guidelines will be clearly displayed on/and at the approach to the premises. -Staff to receive and handover children to parents at the entrance to the premises, wearing mandatory PPEs at start and end of session. -Upon arrival to the setting, children will be led by a member of staff to wash their hands or use hand sanitizer where appropriate, in readiness for the day's activities. -Staff will also be made to carryout frequent handwashing and use of sanitizer throughout the day's activities. -Posters and leaflets on personal hygiene will be handed to the parents and children when they come and go from the setting -Please note that the use of face covering and PPE in the early years setting indoors is not recommended by Government, except where a child or a member of staff becomes unwell with symptoms of COVID-19. -Staff and management will regularly check the latest govt. advice for schools and early years settings, share and follow the information within the setting. (See link here from Public Health England: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-nonhealthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-nonhealthcare-settings</a>) And: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>
Staff Members/ Children	<input checked="" type="checkbox"/>			
Volunteers	<input checked="" type="checkbox"/>			
Visitor	<input checked="" type="checkbox"/>			
Other: (Specify)	<input type="checkbox"/>			
<p><b>Current controls adequate?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>No</b>, what further action do you need to take to control risk?</p>	<p>-On arrival to our setting, children and staff temperature will be checked using a non-contact temperature gun at the door -A record of the temperature reading will be maintained daily at the setting -In addition, a return to session questionnaire must be completed and submitted by a child's parent on the first day of returning to our setting; the document will be reviewed on that day and parents will be required to complete a fresh questionnaire each time a child is returning from a long absence from the setting of more than 1 week. -Parents have also been advised to report any changes to their household situation (Covid related) in line with the new Govt. guidelines requiring Covid tests to be performed twice weekly by adults in households having children attending early years settings.</p>			

-On arrival to our setting in the morning, a child will be received by the designated staff member for the child's bubble.  
-We currently plan to have three (3) bubbles A, B and C with each bubble having a total of eight (8) children and one (1) staff member. The total number of people that will be in the premises at the same time is expected to be about 27 people initially.

**If a case of Covid-19 is suspected in our setting, the NHS track and trace process will be activated.**

This relates to staff, children, and relatives of all those in a setting and who live in the same household. If a member of the child's family has a suspected case, they cannot be admitted.

-We will refer to the coronavirus 'Action Card' for COVID-19 Early outbreak management, as published on the PHE.gov.uk website relating to early years settings for guidance on steps to take.

-A copy of this Action Card will be displayed on our notice board while extra copies will be made available to each member of staff

-The Manager of the setting must be notified immediately

-Contact PHE immediately for advice. Public Health Enquiry line: 0207 6548000.

-PHE advice must be recorded and followed.

-Usually, but not always depending on the circumstances you are asked to close the area of the setting affected and deep clean after 72 hours.

-Usually, you are asked to notify all those in contact with the affected person and advise them to self-isolate for 14 days, including their family members, or to be tested. (You should prepare letters in advance and have access to contact details).

-The Early Years Team can support you through this or put you in contact with other settings who have experience in dealing with Covid-19 outbreaks in their settings and who would be willing to share and reassure you.

2	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?
	<p>Use of the internal space and external (backyard) area of the building for learning and play.</p> <p>Risk of COVID-19 contamination to children &amp; staff</p> <p>Trips and falls.</p> <p>Accident with toys</p> <p>Confrontations</p>	Hirers	<input checked="" type="checkbox"/>	<p>-Children will play and learn in small groups (bubbles) inside and outside the building.</p> <p>-There will be a 1hr to 1.5hr cleaning interval between groups' access to a play area.</p> <p>-Children will be made to wash their hands before and after outdoor activities.</p> <p>-Play areas will be constantly decluttered to prevent accidents and injuries.</p> <p>-Play and learning equipment will be regularly cleaned and sanitized before and after use by each group of children.</p> <p>-Setting will be kept well ventilated e.g. open windows where possible.</p> <p>-Doors propped open where possible to aide ventilation (only where not a fire door or needed for safeguarding/security reasons).</p> <p>-Children will be encouraged not to touch their mouths, noses, or eyes</p> <p>-Where possible, children and staff will only mix in smaller, consistent groups and that each small group stays away from other people and groups.</p> <p>-Nursery rooms have been deep cleaned and repositioned to enable social distancing between each group. Staff in each group will be designated specific staff room areas.</p> <p>-Tables and chairs will be spread out as much as possible within rooms. Unnecessary items from rooms are removed and stored away from children's rooms.</p> <p>-If an unwell child has just been sent home/collected by the parent, the affected play area or isolation rooms will be cleaned immediately with normal household disinfectant in line with govt guidance on COVID-19.</p>
Staff Members/ Children	<input checked="" type="checkbox"/>			
Volunteers	<input checked="" type="checkbox"/>			
Visitor	<input type="checkbox"/>			
Other: (Specify)	<input type="checkbox"/>			
<p><b>Current controls adequate?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>No</b>, what further action do you need to take to control risk?</p>				

3	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?	
	<u>Kitchen and Toilet Use</u> Risk of COVID-19 contamination	Hirers	<input checked="" type="checkbox"/>	<p>-Only one person/child will be allowed into the toilet at a time. Staff member always in attendance in bathrooms when children are accessing these facilities.</p> <p>-Clearly labelled washing facilities will be identified for each room group.</p> <p>-Soaps, sanitizers, and paper towels will be provided in the toilets and sinks for hand washing.</p> <p>-Clearly labelled bins will also be provided within the toilets.</p> <p>-Appropriate signs and posters will be positioned in the bathrooms/toilets to encourage children and staff to wash hands and use sanitizer the correct way.</p> <p>-Toilets/bathrooms will be cleaned at least 3 times a day. A designated staff member will conduct periodic checks on the state of the toilets daily and sign a checklist on the door each time this is done.</p> <p>-The kitchen is out of bounds to the children. Only staff that need to prepare meals or snacks for the children will access the kitchen, one at a time.</p> <p>-The kitchen surfaces will be kept clean and properly sanitized.</p> <p>-Kitchen utensils will be thoroughly cleaned and dried when not in use.</p> <p>-Food preparers will follow normal guidelines to ensure proper hygiene in preparing meals for the children.</p> <p>-Allergy info will be displayed in the kitchen</p> <p>-All bins in the kitchen, toilets and bathrooms will be emptied at the end of the day</p>	
		Staff Members/ Children	<input checked="" type="checkbox"/>		
		Volunteers	<input checked="" type="checkbox"/>		
		Visitor	<input type="checkbox"/>		
		Other: (Specify)	<input type="checkbox"/>		
	<p><b>Current controls adequate?</b>            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>No</b>, what further action do you need to take to control risk?</p>				

4	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?
	<u>Use of PPEs in the Building</u>	Hirers	<input checked="" type="checkbox"/>	<p>-Please note that the use of face covering and PPE in the early years setting indoors is not recommended by Government, except where a child or a member of staff becomes unwell with symptoms of COVID-19.</p> <p>-However, if a child becomes unwell with symptoms of COVID-19 in the setting and needs direct personal care until they return home, a face mask will be provided to be worn by the supervising staff, if 2-metres distance cannot be maintained.</p> <p>-Emergency contacts are displayed conspicuously in the premises. In case of emergencies, relevant authorities and parents/guardians of affected children will be contacted immediately.</p> <p>-If contact with the child becomes necessary, disposable gloves, disposable aprons and facemask will be worn by the supervising staff. If a risk assessment determines that there is a risk of splashing to the eyes for example through coughing, spitting, or vomiting, then an eye protection will be worn.</p> <p>-A full stock of PPEs is provided for use in the facility when needed.</p> <p>-Staff will always wear facemasks and hand gloves when receiving and handing over children to parents at the entrance to the building.</p> <p>-In the rare occasion that a visitor (for instance, an Ofsted inspector or a local authority official coming for a routine or official visit) may be allowed into the premises during normal session, the visitor will be required to wear a disposable face mask that will be issued to them and sanitize their hands at the door, before access will be granted.</p> <p>-In addition, the visitor will be made to register for track and trace and complete a typical Covid 19 questionnaire to check for such things as Covid symptoms and if they have had a test and are waiting for their results, etc.</p>
		Staff Members/ Children	<input checked="" type="checkbox"/>	
		Volunteers	<input checked="" type="checkbox"/>	
		Visitor	<input checked="" type="checkbox"/>	
		Other: (Specify)	<input type="checkbox"/>	
<p><b>Current controls adequate?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>No</b>, what further action do you need to take to control risk?</p>				

5	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?
	<u>Use of Toys and Equipment</u> Risk of COVID contamination	Hirers	<input checked="" type="checkbox"/>	<p>-Harder to clean items removed and most soft furnishings, soft toys and toys that are harder to clean removed from children's rooms.</p> <p>-Where these remain, they will be subject to regular cleaning and disinfection. More frequent cleaning of toys and resources where possible and cleaned between use by different groups.</p> <p>-Sharing of resources and other equipment between children reduced where possible.</p> <p>- Additional cleaning provided of hand-contact surfaces within the setting, such as doors, chairs, tables, bannisters, sinks, toilets, light switches, gates, external railings etc. Touch points cleaned and logged at three points of the day. Cleaning will be done three times daily.</p> <p>-All outdoor play equipment cleaned and disinfected before and after use (i.e at intervals) and once weekly.</p> <p>-Limited belongings, bags, coats, hats etc will be actively encouraged and children's personal belongings will stay at nursery for the duration of the week irrespective of sessions attending.</p> <p>-A cleaning schedule is available for every equipment, toys, place, and surfaces in the premises (see attached schedule)</p>
Staff Members/ Children	<input checked="" type="checkbox"/>	Volunteers	<input checked="" type="checkbox"/>	
Visitor	<input type="checkbox"/>	Other: (Specify)	<input type="checkbox"/>	
<b>Current controls adequate?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>No</b> , what further action do you need to take to control risk?			

6	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?
	<u>First Aid</u>	Hirers	<input type="checkbox"/>	<p>-An adequate first aid box is provided for the premises.</p> <p>-In the event that a child becomes unwell with symptoms of COVID-19 in the setting and needs direct personal care until they return home, a face mask will be provided to be worn by the supervising staff, if 2-metres distance cannot be maintained.</p> <p>- Emergency contacts are displayed conspicuously in the premises. In case of emergencies, relevant authorities and parents/guardians of affected children will be contacted immediately.</p> <p>-If the child is awaiting collection, they will be moved to a separate room where they can be isolated behind closed door. Where possible, a window will then be opened for effective ventilation.</p> <p>-If contact with the child becomes necessary, disposable gloves, disposable aprons and facemask will be worn by the supervising staff. If a risk assessment determines that there is a further risk of splashing to the eyes for example through coughing, spitting, or vomiting, then an eye protection will be worn.</p> <p>-Parents of affected children will be informed during pick-up to follow the Govt's test and trace guidelines and report back to us with the result of the test. We will record and file a report to our Local Authorities concerning the incident, in line with the updated GDPR policy guidelines.</p> <p>-All staff in attendance in the premises are all trained in first aid. In addition, the manager of the facility is the designated first aider for the day session.</p> <p>-The access ramp to the front entrance to the building is always made clear from obstruction for emergency services, by posting a sign on the adjacent wall.</p>
		Staff Members/ Children	<input type="checkbox"/>	
		Volunteers	<input type="checkbox"/>	
		Visitor	<input type="checkbox"/>	
		Other: (Specify)	<input type="checkbox"/>	
<b>Current controls adequate?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				



If <b>No</b> , what further action do you need to take to control risk?	
---	--

7	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?
	Building Evacuation in an Emergency	Hirers	<input checked="" type="checkbox"/>	<p>-A detailed emergency fire procedure is in place for the premises.</p> <p>-Fire drills are scheduled and conducted periodically for the premises, at least every once in four months, i.e three times in a year.</p> <p>-All emergency doors are checked regularly for obstructions, and to ensure they can open easily; this is done daily at the opening and closing of the building</p> <p>-Staff and children have received induction on how to evacuate the building in the event of a fire or smoke, where the emergency exits are and the muster point location where they can gather for a roll call. The Assembly point is located at the dedicated carpark to the right of the building and a visible signpost will be installed to guide the children and everyone during a drill.</p> <p>-In an emergency, call 999 or 111 depending on the nature of the emergency.</p>
Staff Members/ Children		<input checked="" type="checkbox"/>		
Volunteers		<input checked="" type="checkbox"/>		
Visitor		<input checked="" type="checkbox"/>		
Other: (Specify)		<input type="checkbox"/>		
<p><b>Current controls adequate?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>No</b>, what further action do you need to take to control risk?</p>				

8	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?
	<u>End of Session/Closing Time/Daily Lockup</u>	Hirers	<input checked="" type="checkbox"/>	-At the end of each day, the main hall will be cleared of all furniture and toys, and then cleaned and sanitized.
		Staff Members/ Children	<input checked="" type="checkbox"/>	
		Volunteers	<input checked="" type="checkbox"/>	
		Visitor	<input type="checkbox"/>	
		Other: (Specify)	<input type="checkbox"/>	
<p><b>Current controls adequate?</b>          Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>No</b>, what further action do you need to take to control risk?</p>				

9	Description of activity / hazard	Who might be harmed?		What are you already doing to control the risks?
	<u>Clinically vulnerable staff and children in the premises</u>  <u>Other essential policies to work with young children</u>	Hirers	<input checked="" type="checkbox"/>	<p>- Staff in the 'clinically extremely vulnerable' group are advised to follow the government advice by shielding at home and not come into work. Other staff with personal risk factors such as ethnicity, age, obesity, and existing health conditions to be considered on a case-by-case basis and an individual risk assessment completed.</p> <p>- Parents of children in the 'clinically extremely vulnerable' group have been advised to follow the government advice by shielding child at home and not attending an Early Years setting. Parents of children in the 'clinically vulnerable' group are advised to follow medical advice.</p> <p>-Employees and staff questionnaires are completed regularly to risk assess their vulnerability and likely exposure to COVID-19</p> <p>-In addition, parents are made to complete questionnaires prior to returning their children to us to risk assess the likelihood of exposure to COVID-19 and their children's vulnerability to the infection</p> <p>-Copies of these questionnaires are attached to this risk assessment.</p>
		Staff Members/ Children	<input checked="" type="checkbox"/>	
		Volunteers	<input checked="" type="checkbox"/>	
		Visitor	<input type="checkbox"/>	
		Other: (Specify)	<input type="checkbox"/>	
<p><b>Current controls adequate?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>No</b>, what further action do you need to take to control risk?</p>	<p>We have the following policies in place:</p> <ol style="list-style-type: none"> <li>1. Accidents &amp; Emergency, 2. Alcohol &amp; Drugs, 3. Safeguarding, 4. Prevent Duty, 5. Allegations, 6. Behaviour, 7. Care, Learning &amp; Play, 8. Complaints, 9. Confidentiality, 10. Equal Opportunity, 11. Fire, 12. Food &amp; Eating, 13. Garden Play, 14. Health &amp; Safety, 15. Hygiene, 16. Illness &amp; Infections, 17. Internet Safety, 18. Late Payments, 19. Medicines, 20. Mobile Phones, 21. Outings, 22. Over 8 Childminding, 23. Pets, 24. Raising Concerns, 25. Smoking, 26. TV Use, 27. Uncollected Child, 28. Working With Parents.</li> </ol>			