



# LITTLE LANCING: RISK ASSESSMENT

## ACTIVITY: Pandemic Illnesses including COVID-19

<b>Name of Assessors:</b>	Rachel Martini, Jovita Opio	<b>Other Staff:</b>	Tony Richardson
<b>Job Reference:</b>	Deputy Nursery Manager	<b>Review Date:</b>	In line with government guidance
<b>Assessment Date:</b>	March 20 Revised; 18/5/20, & 21/05/20 & 11/6/20, 7/7/20, 28/09/20, 4/12/20, 4/1/21, 17/2/21 / 25/03/21, 26/4/21, 15/10/21, 23/11/21, 29/11/2021, 21/12/21, 7/01/2022, 3/02/2022, 04/04/2022	<b>Frequency of Task:</b>	Daily
<b>Location:</b>	Little Lancing day Nursery and Forest School	<b>Approved By:</b>	Rachel Martini

### RATING SCALE:

Severity	1 = Low Very minor injury	2 = Slight First aid / Health Centre	3 = Moderate Hospital trip, unfit for one or more days	4 = High Serious injury, long term absence	5 = Very high Causing death	Total Risk Severity X Likelihood	Low = Less than 5	Medium = Between 5 and 14	High = Between 15 and 25
Likelihood of harm occurring	1 = Almost impossible	2 = Unlikely	3 = Possible	4 = Likely	5 = Almost Certain	Who may be harmed	Staff <input checked="" type="checkbox"/> Pupils <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Members of the Public <input type="checkbox"/> Others.....		

Hazard or concerns	Harm resulting from hazard or concerns	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures for scores over 5	Severity	Likelihood	Risk Rating
Limiting contact and spread of infection	Infection/contraction of flu.  Transmission of COVID-19 to children and staff	<ul style="list-style-type: none"> <li>Only children and staff who are symptom free or have completed the required isolation period to attend the setting.</li> <li>Staff to have Covid conversation with parent on child's arrival to nursery – to confirm no Covid symptoms have been identified.</li> <li>Any adult or child who develops a high temperature at nursery will be sent</li> </ul>	2	2	4				

		<p>home and asked to follow the below guidance.</p> <ul style="list-style-type: none"><li>• Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.</li><li>• It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.</li><li>• If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.</li><li>• Children and young people who usually go to school, college or childcare and who live with someone who has a</li></ul>							
--	--	---	--	--	--	--	--	--	--

		<p>positive COVID-19 test result should continue to attend as normal.</p> <ul style="list-style-type: none"><li>• If staff have symptoms of a respiratory infection, such as COVID-19, and they have a high temperature or do not feel well enough to go to work or carry out normal activities, they should try to stay at home and avoid contact with other people, until you no longer have a high temperature (if they had one) or until they no longer feel unwell.</li><li>• If staff have a positive COVID-19 test result, it is very likely that they have COVID-19 even if they do not have any symptoms. They can pass on the infection to others, even if they have no symptoms.</li><li>• Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test.</li><li>• For any child or staff member who is classed as medically vulnerable there is still testing available. They should seek medical advise if they have been</li></ul>							
--	--	---	--	--	--	--	--	--	--

		in close contact with a positive case or develop symptoms themselves.							
Children, parents and visitors entering the nursery	<p>Infection/contraction of flu.</p> <p>Transmission of COVID-19 to children and staff</p>	<ul style="list-style-type: none"> <li>• Students and visitors are asked to only attend the setting if they are well in themselves.</li> <li>• All children, staff and visitors to wash/sanitize their hands when entering and leaving the setting.</li> <li>• Families will be greeted one at a time by a member of staff at the main door. This will limit large groups of people entering the nursery.</li> <li>• Whilst queuing outside of the nursery we will also ask families to follow social distancing measures and be mindful of others using our provision and follow a one way system for entering and leaving the nursery, this will be clearly marked (Down the ramp and up the steps).</li> <li>• Parents will be encouraged to keep children in car if queue is long etc</li> <li>• Posters will be displayed and markings on floor to ensure distances are kept between families.</li> <li>• All children will wash their hands upon arrival at nursery.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				

		<ul style="list-style-type: none"> <li>Main reception area to be sanitised regularly.</li> </ul>							
Child Safety	<p>Infection/Contraction of flu</p> <p>Transmission of COVID-19 to children and staff</p>	<ul style="list-style-type: none"> <li>Only children who are symptom free or have completed the required isolation period to attend the setting.</li> <li>Children will be taught about social distancing, using their hands outstretched to give them an idea of distance they should have from others.</li> <li>Children will do lots of hand washing activities and will learn about germs in our environment.</li> <li>Children and staff to wash hands when transitioning from one room to another or from the garden to their play room.</li> <li>Parents are encouraged to dress children in clean clothes each day that they attend and bring only one bag with essential items inside. No toys unless a comforter that is needed to settle the child.</li> <li>Bags to be stored on peg outside of play room and taken home each evening to be replenished with spare clean clothes.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				
Safeguarding/Wellbeing	Safety of our children and families during	<ul style="list-style-type: none"> <li>The safeguarding policy has been updated to highlight any changes due to the COVID-19 outbreak</li> <li>Setting to consider ways to support children returning to the setting after a long period of absence.</li> <li>Work with families to arrange settling in visits and transition resources to</li> </ul>	<b>3</b>	<b>1</b>	<b>3</b>				

		<p>support any children returning to the setting.</p> <ul style="list-style-type: none"> <li>Consider the mental health, pastoral or wider wellbeing support children may need including with bereavement.</li> </ul>							
Using transport to attend nursery	<p>Infection/contraction of flu</p> <p>Transmission of COVID-19 to children and staff</p>	<ul style="list-style-type: none"> <li>Other alternatives to be encouraged such as walking and cycling.</li> <li>If public transport is necessary, current government guidance on the use of public transport must be followed.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				
Environment	<p>Infection/Contraction of flu</p> <p>Transmission of COVID-19 to children and staff</p>	<ul style="list-style-type: none"> <li>Staff to think about the layout of rooms and move activities to enable more space between children playing.</li> <li>Shared tablets, pens, phones are wiped down before and after use.</li> <li>Outside areas and free flow garden play to be used as regularly as possible.</li> <li>Continue to dispose of waste as usual but ensure use of gloves when dealing with waste.</li> <li>Tissues can be flushed down the toilet as it is the best way of not spreading infection.</li> <li>Outings on LC estate (Woodland walks) to be resumed observing social distancing</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				

		<ul style="list-style-type: none"> <li>• In line with Government guidance children are no longer required to be in small consistent groups.</li> <li>• Maintain good airflow throughout nursery rooms by opening doors and windows where it is safe to do so.</li> <li>• Toys to be sterilised regularly.</li> <li>• Soft furnishings to be washed regularly.</li> <li>• If using water trays, they will be emptied and refilled regularly.</li> <li>• Enhanced hygiene and infection control measures followed when sensory or malleable activities are carried out e.g hand washing before and after and disposing of malleable material after each use. Washing accessories and trays thoroughly after use.</li> <li>• Children not to bring toys from home</li> <li>• Toys to be left in child's bag if bought into the setting or sterilised upon arrival. This will not include children's comforters but where possible parents are encouraged to provide a comforter for nursery use only.</li> </ul>							
Preparing and serving food or drinks (including baby milk)	Infection/ Contraction of flu  Transmission of COVID-19 to children and staff	<ul style="list-style-type: none"> <li>• Housekeeper to wear PPE when serving food</li> <li>• Staff to wash hands and wear gloves when ever preparing or serving food</li> <li>• Staff should also wear a clean disposable/ washable apron when around food</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				

		<ul style="list-style-type: none"> <li>• Only food hygiene qualified staff to serve and prepare food</li> <li>• Ensure all baby bottles are sterilised.</li> <li>• Dish cloths/tea towels are not to be used to clean tableware or surfaces</li> <li>• Gloves and aprons should be changed and disposed of after each meal time or preparation</li> <li>• Surfaces should be cleaned before and after meal times and regularly throughout the day</li> <li>• All tableware should be washed thoroughly in the dishwasher where possible.</li> <li>• Only use correctly coloured cloth for the area that your cleaning and the correct cleaning detergent (red-bathrooms, green for kitchen, blue for surfaces) , Yellow for hazardous areas- these should then be washed through the washing machine after each use</li> <li>• In the event of pandemic illness self service should be risk assessed by management.</li> </ul>							
Work place etiquette and hand washing	Infection/contraction of flu  Transmission of COVID-19 to children and staff	<ul style="list-style-type: none"> <li>• Proper workplace etiquette should be used (sneezing or coughing into a disposable tissue, covering both nose and mouth and bin or flush the tissue straight away) and hand hygiene (washing hands with soap and hot water after coughing/sneezing and using tissues)</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				



		<ul style="list-style-type: none"> <li>• Staff to ensure handwashing and cleaning routines are followed at all times</li> <li>• Staff and children to be reminded of these wherever possible. Especially when entering or leaving the setting, meal times and throughout personal care routines: Nose, eyes and mouth should not be touched unless hands have been thoroughly washed</li> <li>• Do not reuse tissues or use cloth hankies as this will spread the virus to pockets and handbags and re-contaminate clean hands.</li> <li>• Avoid close interaction and direct contact with others, maintaining a distance of two metre or more where possible</li> <li>• Staff to wash their hands as soon as they get to work and as soon as they get home.</li> <li>• Extra teaching to made available to children to ensure they understand the reason and aim of good hand washing and good hygiene routines.</li> <li>• Encourage tissues to be flushed down the toilet as this is the best way for infection not to spread.</li> </ul>							
Hygiene and infection control good practise	Infection/Contraction of flu COVID-19 Transmission of	<ul style="list-style-type: none"> <li>• Hygiene and infection control procedures to be followed for cleaning.</li> <li>• Frequently used items or areas should be sanitized as regularly as possible</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				

	COVID-19 to children and staff	<ul style="list-style-type: none"><li>• Cleaners and staff to be debriefed on cleaning standards and use records to record cleaning.</li><li>• Sanitizers in all rooms with separate nappy/food/kitchen use as already stated, ensuring each room has a full supply of each sanitiser</li><li>• Disposable PPE to be used for the higher risk jobs – nappy changing, first aid and cleaning.</li><li>• Items such as towels and flannels must be washed every use. Flannels must be soaked in Biovation before washing.</li><li>• Tea towels to be washed daily.</li><li>• Blue (food) aprons sanitised after every use and washed weekly</li><li>• Continue to remove waste regularly from the building in black bags for all general waste. Tissues where possible to be flushed down the toilet as this is the best way to reduce the risk.</li><li>• It is key that staff are role modelling with the key NHS guidance – lots of washing hands, especially on arrival to work, coughing in a tissue or in their arm. To avoid touching mouth, eyes and nose</li><li>• Posters displayed throughout the building in key areas.</li><li>• Staff to avoid physical contact of handshakes/hugging.</li></ul>							
--	--------------------------------	--	--	--	--	--	--	--	--

		<ul style="list-style-type: none"> <li>Supervised handwashing – to be carried out on arrival to the nursery and when leaving, before and after food, after the garden and after the toilet.</li> <li>Staff need to ensure that children have washed soap suds off their hands fully and hands are dried thoroughly to prevent sores and dry skin.</li> <li>Staff to monitor the dryness of children’s hands and discuss with parents if hand cream wants to be provided from home. This must be recorded in line with the medication policy.</li> <li>Frequent deep cleaning to be undertaken especially highly used areas such as door handles, bannisters, phones, tablets, toilets, sinks/taps, tables, chairs, desks, light switches, key pads and toys.</li> </ul>							
Maintenance of hand hygiene facilities	<p>Infection/ Contraction of flu</p> <p>Transmission of COVID-19 to children and staff</p>	<ul style="list-style-type: none"> <li>Access to effective hand hygiene facilities available</li> <li>Alcohol based are provided at entrances used by any essential visitors and all staff.</li> <li>Adequate levels of liquid soap in the toilets will be maintained</li> <li>Always wash your hands before eating and/or drinking, using the telephone, taking/distributing medication or serving/preparing food.</li> <li>Staff to wash hands at the beginning and end of lunch break.</li> </ul>	2	2	4				

		<ul style="list-style-type: none"> <li>• Signs to be placed in prominent areas to remind staff/customers of use of the alcohol rub on arrival and washing of hands.</li> </ul>							
Vulnerable children/staff within the setting	<p>infection/contraction of flu.</p> <p>Transmission of COVID-19 to children and staff</p> <p>Safeguarding concerns.</p>	<ul style="list-style-type: none"> <li>• Medication to be in sealed bags in the medication box so that there is no cross-contamination</li> <li>• Education Health and Care plans to be in place from the local authority and risk assessment in place</li> <li>• Nursery has health care plans in place to support with return if required</li> <li>• Vulnerable staff will require a back to work meeting with their manager prior to returning to discuss any concerns they have and controls measures in place (including pregnant staff- RA to be completed and updated regularly following new guidance)</li> <li>• Children who clinically extremely vulnerable should seek medical advice before attending nursery</li> <li>• Those in the same household as someone clinically extremely vulnerable can return providing strict social distancing are adhered to.</li> <li>• Contact maintained with social workers for vulnerable children under social care who are not attending the setting.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				
Emergency communication plan	<p>Out of date information for key people</p> <p>Transmission of</p>	<ul style="list-style-type: none"> <li>• Ensure an open flow of communication channels is always available for employees, family members and other customers/ suppliers and key contacts providing current mobile and home numbers and e-mail addresses as necessary</li> </ul>	<b>3</b>	<b>1</b>	<b>3</b>				

	COVID-19 to children and staff	<ul style="list-style-type: none"> <li>Nursery Manager to make key communications with families and staff</li> <li>Appropriate technology will be considered for certain job roles to enable staff to work from home if appropriate</li> <li>Local authority reports to be filled in to meet deadlines.</li> </ul>							
Staff flexibility/sickness policy	<p>Public transport services affected, time off for carers/abuse of company sickness procedure</p> <p>Transmission of COVID-19 to children and staff</p>	<ul style="list-style-type: none"> <li>Advise staff to follow latest government guidance if they have symptoms of a respiratory illness.</li> <li>If staff use public transport these services may become affected and be operating at reduced service levels.</li> <li>Staff members may be required to take time off in a carer capacity. This will require a flexibility of hours and/or work location and reintegration back into the workforce after absence (ensure that the Back to Work Form is completed)</li> <li>Disciplinary action may be taken against staff who do not follow correct Nursery procedures and self-certify their illness or if any evidence comes to light that time off was taken dishonestly</li> <li>Staff to follow the 'Absence Procedure as usual</li> <li>Promote an environment whereby staff who become unwell feel that they can stay at home for the advised time.</li> </ul>	<b>4</b>	<b>1</b>	<b>4</b>				

Communication with others	Infection/contraction of flu  Transmission of COVID-19 to children and staff	<ul style="list-style-type: none"> <li>For control measures to work employees must be aware of the above risks that have been identified and the measures in place to control exposure</li> <li>Ensure staff and visitors know and understand when and how to apply the controls, including the use of PPE, hand washing, social distancing and what to do in an emergency</li> </ul>	<b>3</b>	<b>1</b>	<b>3</b>				
Children or Staff becoming unwell at the nursery	Infection/contraction of flu  Transmission of COVID-19 to children and staff	<ul style="list-style-type: none"> <li>Government guidelines to be followed with regards to self-isolation and contacting Public Health England for advice to contain any outbreak.</li> <li>Anyone showing symptoms of a respiratory illness and suffering from a high temperature should be sent home</li> <li>Anyone showing symptoms should avoid touching people, surfaces and objects and use separate toilet facilities (small adult toilet- opposite laundry room). Deep clean to be undertaken of the area on their departure.</li> <li>Staff to wear full PPE when caring for a sick child.</li> <li>The room and area where the child or staff member have been situated should be sanitized as soon as possible after their departure.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				
Deep cleaning	Infection/contraction of flu  Transmission of	<ul style="list-style-type: none"> <li>A deep clean may be necessary in the event of an outbreak of a contagious disease.</li> <li>PHE advise should be considered.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				

	COVID-19 to children and staff	<ul style="list-style-type: none"> <li>Nursery Manager and domestic service manager at college will liaise to arrange appropriate cleaning of setting into his situation.</li> </ul>							
New admissions and settling in visits	<p>Infection/Contraction of flu</p> <p>Transmission of COVID-19 to children and staff</p>	<ul style="list-style-type: none"> <li>Virtual tour available and added to nursery website.</li> <li>Visits will resume within the nursery day for new families. Social distancing will be considered throughout their tour.</li> <li>When a child is settling in to the setting, parents will be required to avoid close contact with other children.</li> <li>They will be made aware of the 'system of controls' on arrival and how this impacts them and their responsibilities whilst in the setting.</li> <li>Settling in sessions where a parent/carer is attending will be limited to no longer than 1 hour.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>				
Wellbeing of children and staff	Confusion, anxiety, changes to routines.	<ul style="list-style-type: none"> <li>Support children's wellbeing whilst at nursery, providing them with routine and structure, maintaining good communication with parents to keep consistency between home and nursery.</li> <li>Staff to be supported back into work, considering flexible working where possible and maintaining a good work-life balance.</li> <li>Staff to be kept updated and involved working arrangements.</li> <li>Regular contact to be kept with staff working from home.</li> </ul>	<b>4</b>	<b>1</b>	<b>4</b>				

		<ul style="list-style-type: none"> <li>• Staff to communicate any problems they encounter to their line manager.</li> <li>• Flexible working practices in place.</li> <li>• Staff have access to Employee Assistance Programme.</li> </ul>							
Pediatric first aid certification	Transmission of COVID-19 to children and staff	<ul style="list-style-type: none"> <li>• At least one member of staff who holds a PFA should be on the premises and available at all times when children are present, and must accompany children on outings.</li> </ul>	<b>3</b>	<b>1</b>	<b>3</b>				

**APPROVED BY: Jovita Opio, DATE: May 18th 20, SIGNED/POSITION: J. OPIO Deputy Manager/Health and Safety Coordinator**  
**Reviewed 28/09/20, 15/10/2021, 29/11/2021, 04/02/2022, 04/04/2022**

**APPROVED BY: Rachel Martini DATE 18/05/20, Reviewed 28/09/20, 4/12/20, 4/1/21, 17/2/21, 15/10/2021 29/11/2021**  
**SIGNED/POSITION R Martini**