



LITTLE LANCING: RISK ASSESSMENT

ACTIVITY: Pandemic Illnesses including COVID-19

Name of Assessors:	Racel Martini, Jovita Opio	Other Staff:	Tony Richardson
Job Reference:	Deputy Nursery Manager	Review Date:	August 2020
Assessment Date:	March 20 Revised; 18/5/20, & 21/05/20 & 11/6/20, 7/7/20, 28/09/20, 4/12/20	Frequency of Task:	Daily
Location:	Little Lancing day Nursery and Forest School	Approved By:	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 ✓	Pupils ✓	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. COVID-19	<ul style="list-style-type: none"> Only children and staff who are symptom free or have completed the required isolation period to attend the setting. Staff to have Covid conversation with parent on child's arrival to nursery – to confirm no Covid symptoms have been identified. Any adult or child with symptoms of the virus will be isolated in a designated area (staff room to be closed and used in this instance) with designated toilet -opposite laundry room. Staff and children are eligible for testing if they become ill with COVID- 	4	2	8		4	2	8

		<p>19 symptoms, as well as members of their household. Results to be shared to ensure rapid action to protect others in the setting.</p> <ul style="list-style-type: none"> • Contact the designated advice service introduced by PHE and delivered by the NHS. Tel:08000468687 Select option 1 for advice. On the action to take in response to a positive case confirmed in the setting. A rapid risk assessment will be carried out to confirm who has been in close contact with the person during the time that they were infectious. If further expert advice is required the advisor will escalate your call to the PHE local health protection team. • Any confirmed cases in the setting either child or staff and or if the setting is advised to close as a result should be swiftly reported to Ofsted during the usual notification channels. • Child attending alternative settings should be discouraged. Where necessary a written agreement and systems of controls will be agreed between settings and parents. • Risk assessments to be shared with other settings to ensure robust measures are in place 							
Children, parents and visitors entering the nursery	Infection/con traction of flu. COVID-19	<ul style="list-style-type: none"> • All visitors to the setting to be wearing a face mask and observe social distancing. • All children, staff and visitors to wash/sanitize their hands when entering and leaving the setting. • All children and staff are asked to check their temperature prior to entering the nursery. • No parents or visitors to enter the nursery unless deemed essential- to be overseen by Nursery Management. 	4	2	8				

		<p>Social distancing must be abided by and face mask worn in any situation where a visitor/parent enters the setting.</p> <ul style="list-style-type: none">• Families will be greeted one at a time by a member of staff at the main door. We will be asking for only one parent to drop off and where possible no siblings.• On arrival parents are requested to follow social distancing measures put in place within the carpark.• 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).• Parents will be encouraged to keep children in car if queue is long etc• Posters will be displayed and markings on floor to ensure distances are kept between families.• Staff to monitor during busy periods to ensure the safety of us all.• Staff and parents to wear face masks at all times during handovers. Handovers to take place outdoors at all times, observing social distancing.• All children will wash their hands upon arrival at nursery.• Parents are asked not to bring buggies to the setting, reducing cross contamination. Any buggies that must be brought would have to be stored in the outside buggy shelter.• Main reception area to be sanitised regularly.							
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Child Safety	Infection/Contraction of flu COVID-19	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period to attend the setting. • Children will be taught about social distancing, using their hands outstretched to give them an idea of distance they should have from others. • Children will do lots of hand washing activities and planning to learn about germs in our environment. • Children and staff to wash hands when transitioning from one room to another or from the garden to their play room. • 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. • Bags to be stored on peg outside of play room. 	5	1	5				
Staff Safety	Infection/Contraction of flu COVID-19	<ul style="list-style-type: none"> • Only staff who are symptom free or have completed the required isolation period to attend the setting. • Any staff meetings held will be done remotely. • Staff to observe social distancing when using communal or small spaces eg staff room, kitchen, office. Rooms to be well ventilated with open windows where possible when in use. • In line with Government guidance children will no longer be required to be kept in small consistent groups but mixing of groups will be minimised. Children will be grouped in age appropriate groups instead. • Separate toilets will be used by different staff groups where possible, 	4	2	8				

		<p>explorers back toilet, investigator/preschool disabled toilet, covid toilet opposite laundry room.</p> <ul style="list-style-type: none"> • Ratios maintained to the occupancy of the nursery and no additional staff on site if not needed. Ratios where the quality of care, safety and security of children is maintained, changes to the ratios can be made. • Goggles and mask will be supplied to staff when in a situation of isolating a child showing signs/symptoms of COVID-19. • Staff to wash their own hands as much as possible. • Uniform will be relaxed to ensure staff have time to wash clothes daily. Staff responsible to ensure clothing and footwear is suitable. • Staff to use professional judgement on children struggling to adjust back into nursery. • Social distancing still must be followed and one parent to settle at a time to minimise contact between the parent and other children and staff members. Parents only to attend settling sessions where deemed necessary, for no longer than 1 hour at a time. • Options can be other rooms used for settling or garden area dependent on the weather, staff and what works for settling that particular child. • Area used for settling must be thoroughly cleaned immediately after settle. 							
Safeguarding/Wellbeing	Safety of our children and families during COVID-19	<ul style="list-style-type: none"> • The safeguarding policy has been updated to highlight any changes due to the COVID-19 outbreak • Settings must continue to have a practitioner designated to take lead responsibility of safeguarding. 	3	1	3				

		<p>It is acceptable for the safeguarding lead to not be based on site if this is not practical. E.g they may be working from home however are still available to provide support, advice and guidance to staff, Staff are made aware of how to access the DSL support.</p> <ul style="list-style-type: none"> • Setting to consider ways to support children returning to the setting after a long period of absence. • Work with families to arrange settling in visits and transition resources to support any children returning to the setting. • Consider the mental health, pastoral or wider wellbeing support children may need including with bereavement. 							
Using transport to attend nursery	<p>Infection/contraction of flu</p> <p>COVID-19</p>	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the nursery/work alone, using their own transport. • Other alternatives to be encouraged such as walking and cycling. • If public transport is necessary, current government guidance on the use of public transport must be followed, avoiding peak times. • Staff using public transport are required to change into uniform at nursery. Gloves and mask to be worn and discarded safely. 	4	2	8	<ul style="list-style-type: none"> • Little Lancing will try to be as flexible as possible in the case that a family struggle with transport to meet their booked sessions. 	4	2	8
Environment	<p>Infection/Contraction of flu</p> <p>COVID-19</p>	<ul style="list-style-type: none"> • Staff to think about the layout of rooms and move activities to enable more space between children playing. • Shared tablets, pens, phones are wiped down before and after use. • Children will be kept as spread out as possible. 	4	2	8				

		<ul style="list-style-type: none">• Designated rooms and spaces will be used to keep children distanced whilst playing.• Outside areas and free flow garden play to be used as regularly as possible.• Children and Staff to access garden spaces in separate groups, minimising mixing. Disinfecting equipment outdoors in between use.• Be aware that the virus lives on cardboard for 24 hours and plastic/stainless steel for 72 hours.• Continue to dispose of waste as usual but ensure use of gloves when dealing with waste.• Tissues can be flushed down the toilet as it is the best way of not spreading infection.• Outings on LC estate (Woodland walks) to be resumed observing social distancing• In line with Government guidance children are no longer required to be in small consistent groups however mixing should be minimised. Children will be grouped according to age in this instance.• Staff to stay in their room groups and not mix where possible.• Maintain good airflow throughout nursery rooms by opening doors and windows where it is safe to do so.• Bedding to be washed daily, one cot per child where possible.• Soft furnishings and toys to be limited and washed daily.• Toys to be sterilised throughout the day.• If using water trays, they will be emptied and refilled regularly.							
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		<ul style="list-style-type: none"> 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. Children not to bring toys from home Toys to be left in child's bag if brought 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. 							
Banned activities due to high risk	Infection/contraction of flu COVID-19	<ul style="list-style-type: none"> All trips cancelled until further notice No self-service of food or drink. Cutlery and plates to be stored in the kitchen to reduce the spread of infection. Please make sure drinks are offered regularly throughout the day. Drinking bottles to be provided and kept at nursery. To be washed and filled with clean water daily. Cooking activities to follow enhanced hygiene and infection control measures. Sand Play to be changed regularly. Painting and sensory play replaced regularly daily. Enhanced hand washing before and after play. 	4	2	8	<ul style="list-style-type: none"> Staff to use professional judgment to whether activities pose a high risk to themselves or the children. 	4	2	8
Preparing and serving food or drinks (including baby milk)	Infection/Contraction of flu	<ul style="list-style-type: none"> Housekeeper to wear PPE when serving food Staff to wash hands and wear gloves when ever preparing or serving food. Staff should also wear a clean washable apron when around food. Only food hygiene qualified staff to serve and prepare food. Ensure all baby bottles are sterilised. Tableware to be washed in the dishwasher only. 	4	2	8	<ul style="list-style-type: none"> Regrettably discourage children from serving food and drink. Only use correctly coloured cloth for the area that your cleaning and the correct cleaning 	4	2	8

		<ul style="list-style-type: none"> • Dish cloths/tea towels are not to be used to clean tableware or surfaces. • Gloves and aprons should be changed and disposed of after each meal time or preparation. • Clean gloves and an apron should be worn when making up a child's bottle or serving drinks to children. • Surfaces should be cleaned before and after meal times and regularly throughout the day • Table cloths to be used at meal times. These should be cleaned after every use and left to air. • All tableware should be washed thoroughly in the dishwasher. • Adults to serve all food. Do not allow self-service in the event of a pandemic illness. 				detergent (red-bathrooms, purple for kitchen, green for surfaces) – these should then be washed through the washing machine after each use.			
Self-isolation	Infection/Contraction of flu	<ul style="list-style-type: none"> • Promote the importance of prompt and effective self-isolation by employees and children who have flu like symptoms. • Any staff member or child displaying symptoms of a high temperature, dry cough or loss of taste/smell is encouraged to remain at home for 14 days or more. Please ensure that you follow the Absence Procedure as usual. • Staff and children to follow latest Govt. advice on self-isolation and testing. • Anyone living in the same household as a staff member or child who also displays these symptoms will need to remain in self-isolation for 14 days and follow Govt. guidance • Should there be a suspected outbreak (either confirmed or unconfirmed) then display the 'Outbreak poster' at 	4	2	8	<ul style="list-style-type: none"> • Ensure parents are made aware of social distancing and appropriate hygiene routines. These should be communicated through emails and posters displayed at the setting. 	4	2	8

		<p>prominent locations (Government issue).</p> <ul style="list-style-type: none"> Encourage staff and children (if applicable to current government recommendations) to have the 'flu jab prior to flu season. 							
Work place etiquette and hand washing	Infection/contraction of flu	<ul style="list-style-type: none"> 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). Ensure handwashing and cleaning routines are followed at all times. 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 Do not reuse tissues or use cloth hankies as this will spread the virus to pockets and handbags and re-contaminate clean hands. Avoid close interaction and direct contact with others, maintaining a distance of two metre or more. Staff to wash their hands as soon as they get to work and as soon as they get home. Extra teaching to the children to ensure they understand the reason and aim of good hand washing and good hygiene routines. Encourage tissues to be flushed down the toilet as this is the best way for infection not to spread. 	4	2	8				

Prominent display of signs/ effective communication	Infection/contraction of flu	<ul style="list-style-type: none"> Prominently display signs to discourage staff and visitors with flu symptoms from entering the workplace. Remind people of a) the signs and symptoms of flu to promote early recognition, b) the importance of self-isolation of those with symptoms and c) the importance of respiratory etiquette and hand hygiene at all times. Raise awareness amongst staff of the signs and symptoms of flu and the contents of the policy. 	4	2	8	<ul style="list-style-type: none"> Communicate all known research to parents and staff to ensure they understand the importance and danger of this virus. 	4	2	8
Hygiene and infection control good practise	Infection/Contraction of flu COVID-19	<ul style="list-style-type: none"> Hygiene and infection control procedures to be followed for cleaning. Frequently used items or areas should be sanitized as regularly as possible Cleaners and staff to be debriefed on cleaning standards and use records to record cleaning. Sanitizers in all rooms with separate nappy/food/kitchen use as already stated, ensuring each room has a full supply of each sanitiser Disposable PPE to be used for the higher risk jobs – nappy changing, first aid and cleaning. Relaxed uniform introduced so that staff can change their clothes daily as the virus lives on clothing too. No jewellery to be worn, nails to be cut short. No acrylic nails. Bedding to be washed daily, try to have one cot per child where possible with mattresses being wiped down after use. Items such as towels, flannels and bedding must be washed every use. Flannels must be soaked in Biovation before washing. 	4	2	8				

		<ul style="list-style-type: none">• No washable nappies to be used until further notice• Tea towels to be washed daily.• Blue (food) aprons sanitised after every use and washed weekly• 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.• 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• Posters displayed throughout the building in key areas.• Staff to avoid physical contact of handshakes/hugging.• 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.• 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.• 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.• 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.							
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Effective physical barrier provision	Infection/contraction of flu COVID-19	<ul style="list-style-type: none"> Physical barriers (screens and counters) and the use of masks are considered to be impractical in early years care settings and will not be employed generally. It is highly advised that you wear disposable aprons and gloves where possible. Ensure that staff uniform is washed at the highest possible temperature and away from other uncontaminated clothing. Any outside visitor or contractor will however be required to wear a mask when in the setting. 	4	2	8				
Maintenance of hand hygiene facilities	Infection/Contraction of flu COVID-19	<ul style="list-style-type: none"> Access to effective hand hygiene facilities available Alcohol based (microbicidal hand rubs) are provided at entrances used by any essential visitors and all staff. Adequate Levels of liquid soap in the toilets will be maintained Always wash your hands before eating and/or drinking, using the telephone, taking/distributing medication or serving/preparing food. Staff to wash hands at the beginning and end of lunch break. Signs to be placed in prominent areas to remind staff/customers of use of the alcohol rub on arrival and washing of hands. 	4	2	8				
Vulnerable children/staff within the setting	infection/contraction of flu. COVID-19 Safeguarding concerns.	<ul style="list-style-type: none"> Medication to be in sealed bags in the medication box so that there is no cross-contamination. Vulnerable children returning to nursery if appropriate for them to do so. Education Health and Care plans to be in place from the local authority and risk assessment in place. 	4	2	8				

		<ul style="list-style-type: none"> • Nursery has health care plans in place to support with return if required. • 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). • Children who clinically extremely vulnerable should seek medical advice before attending nursery. • Those in the same household as someone clinically extremely vulnerable can return providing strict social distancing are adhered to. RA required • Contact maintained with social workers for vulnerable children under social care who are not attending the setting. 							
Emergency communication plan	Out of date information for key people	<ul style="list-style-type: none"> • 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. • Management to make key communications with families and staff. • Appropriate technology will be considered for certain job roles to enable staff to work from home if appropriate. • Head Office at Tops will be keeping records of sites that have had staff and children subjected to flu like symptoms. Please notify Head Office as soon as possible in order that records can be maintained. 	3	1	3				

		<ul style="list-style-type: none"> Local authority reports to be filled in to meet deadlines. 							
Staff flexibility/sickness policy	<p>Public transport services affected, time off for carers/abuse of company sickness procedure</p> <p>COVID-19</p>	<ul style="list-style-type: none"> Advise staff to stay at home if they display COVID 19 symptoms and follow Govt guidance If staff use public transport these services may become affected and be operating at reduced service levels. 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). 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. Staff to follow the 'Absence Procedure as usual. Promote an environment whereby staff who become unwell feel that they can stay at home for the advised time of 14 days or more. 	4	1	4				
Communication with others	<p>Infection/contraction of flu</p> <p>COVID-19</p>	<ul style="list-style-type: none"> 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. 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. 	5	1	5				

Children or Staff becoming unwell at the nursery	Infection/ contraction of flu COVID-19	<ul style="list-style-type: none"> • Government guidelines to be followed with regards to self-isolation and contacting Public Health England for advice to contain any outbreak. • Engage with NHS Track and Trace • If person becomes ill whilst at site, to be at least 2 metres away from other people and isolated in a seperate behind closed doors with an open window of ventilation. • Little Lancing will be using the meeting room as an area that can be used in these circumstances. It has a window for air flow and full PPE/Cleaning box within room at all times. • 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. • Staff to wear full PPE including goggles and a mask when caring for a sick child. • The room and area where the child or staff member have been situated should be deep cleaned by a member of staff in full PPE on departure of child/adult showing symptoms. 	5	3	15				
Deep Cleaning	Infection/ contraction of flu COVID-19	<ul style="list-style-type: none"> • If a deep clean is needed, external companies to be brought in to complete. • Government guidance to be followed as to whether closure is needed of the building until deep clean completed. 	4	2	8	<ul style="list-style-type: none"> • Deep clean to be carried out by external company. PHE to advice on re opening the setting. 	4	2	8
Visitors and contractors	Infection/con traction of flu.	<ul style="list-style-type: none"> • Contractors and maintenance staff are to have limited access to the nursery to avoid unnecessary contact with others. 	4	2	8				

	COVID-19	<ul style="list-style-type: none"> • Social distancing and government guidance apply for those attending the nursery and if unable to abide by these rules, they will be asked to leave and carry work outside of nursery opening hours. • Visitors or maintenance staff will have limited access to rooms where children are playing and this must be avoided unless essential. Where visitors or maintenance staff need to enter a room they must follow social distancing guidelines and wear face masks at all times. • Maintenance works to be completed out of nursery opening times. • No visitors to attend the setting unless overseen by Nursery Manager. • Cleaning contractors to be made aware of additional cleaning requirements needed. • We will only be using maintenance staff or allowing visitors to the nursery if it essential for the running of the nursery. 							
New admissions and settling in visits	Infection/ Contraction of flu COVID-19	<ul style="list-style-type: none"> • Virtual tour available and added to nursery website. • Where essential families may visit the setting but will be required to wear a face covering and wash hands on their arrival and departure. • Visits will be limited and done out of hours where possible. • During nursery opening times visits will be discouraged but where necessary will be arranged at quieter times . Visitors will be not be able to enter play rooms where there are children present and will be shown the play rooms through the window and are able to view the outside space whilst observing social distancing. 	4	2	8				

		<ul style="list-style-type: none"> When a child is settling in to the setting parents will be required to wear a face covering and avoid close contact with other children. They will be made aware of the 'system of controls' on arrival and how this impacts them and their responsibilities whilst in the setting. Settling in sessions where a parent/carer is attending will be limited to no longer than 1 hour. 							
Wellbeing of children and staff	Confusion, anxiety, changes to routines.	<ul style="list-style-type: none"> 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. Staff to be supported back into work, considering flexible working where possible and maintaining a good work-life balance. Staff to be kept updated and involved working arrangements. Regular contact to be kept with staff working from home. Staff to communicate any problems they encounter to their line manager. Flexible working practices in place. Staff have access to Employee Assistance Programme. 	4	1	4				
Pediatric first aid certification	COVID-19	<ul style="list-style-type: none"> PFA certification requirements have been modified due to COVID-19 as follows:- The existing requirement remains in place for children 0-24 months. 'At least one person who has a current PFA certificate must be on the premises and available at all times when the children are present and must accompany on outings'. The requirement is modified for children aged 2-5yrs 'best endeavours 							

		<p>the duty to have someone with a PFA certificate on site’.</p> <ul style="list-style-type: none"> • New employees with a level 2 or 3 certificate in childcare will not need to have completed a full PFA course within the first 3 months to be counted in ratios. • PFA certificates which expired on or after 16 March 2020 may have an extended validity to the 25th November 2020 at the latest. 							
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**APPROVED BY: Jovita Opio,
Reviewed 28/09/20**

DATE: May 18th 20,

SIGNED/POSITION: J. OPIO Deputy Manager/Health and Safety Coordinator

APPROVED BY: Rachel Martini

DATE 18/05/20, Reviewed 28/09/20, 4/12/20 SIGNED/POSITION R Martini