

TITLE	CFS-COVID-19
REFERENCE	NUR020
EFFECTIVE DATE	01/06/2020

LAST REVISION	09/07/2020, 01/09/2020
NEXT REVISION	When required
APPROVED BY	Ned Ledson

This Risk Assessment has been devised in line with current Government guidance on managing COVID-19 cases within Childcare and Early Years settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Date:	14/05/2020	Assessor(s)	Laura Carey			Department/Area:	CFS				
Activity/Area <i>Describe the activity and the ways in which it could pose a risk</i>	Hazards <i>e.g. personal injury, electric shock, people or objects falling from height, crushing</i>	Persons at risk	Risk before control			Controls <i>Describe controls used to reduce risk to a tolerable rating.</i>	Residual Risk			Additional controls? <i>e.g. Future monitor and review, suggestions</i>	Owner <i>Person responsible for the controls</i>
			Severity	Likeli-hood	SxL		Severity	Likeli-hood	SxL		
Resources and Equipment: 'Soft' materials i.e. role play clothing, furnishings, soft toys etc	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Soft materials to be kept to a minimum. Soft materials to be washed as per manufacturers guidelines.	2	1	2		Laura Carey & Vadna Chauhan
Resources and Equipment: 'Hard' play materials	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Reduced resources available for use, all others stored out of child's reach. Toys and equipment to be rotated and cleaned with sterilising fluid/anti bacterial cleaner regularly. Cleaning log kept.	3	2	6		Laura Carey & Vadna Chauhan

Resources and Equipment: Malleable Materials i.e. play dough, sand, clay etc	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Malleable materials will not be provided.	2	1	2		Laura Carey & Vadna Chauhan
Resources and Equipment: Furniture	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Furniture to be well spaced to ensure ease of movement. Surplus furniture to be removed. Consider limiting chairs around tables. All furniture cleaned with anti-bacterial cleaner at regular intervals through day.	3	2	6		Laura Carey & Vadna Chauhan
Outdoor Play	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	All rooms to only use their own gardens and resources for outdoor play as far as possible. Rota to be implemented to use the woodland garden to prevent overcrowding.	3	2	6		Laura Carey & Vadna Chauhan
Visits to Farm	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To utilise Farm where possible when closed, i.e. sports pitch, visiting animals, play area. To ensure hand sanitizer is taken on trips and applied as required. To follow current government guidance for visiting public spaces, currently max groups of 6.	3	2	6		Laura Carey & Vadna Chauhan

Daily Routine: Sharing spaces	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Rooms are permitted to 'join up' when necessary, furniture and resources to be kept to a minimum and washed with anti bacterial cleaner after use. Adults to social distance wherever possible.	3	2	6	Laura Carey & Vadna Chauhan
Daily Routine: Group Times	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To maximise space to ensure children are spaced out for group times.	3	2	6	Laura Carey & Vadna Chauhan
Daily Routine: Meal times	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To ensure children are well spaced out during mealtimes. Apply usual food hygiene guidance.	3	2	6	Laura Carey & Vadna Chauhan
Daily Routine: Sleep times	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To ensure children are well spaced for sleep/rest times. To follow sleep policy and procedure. Ensure all bedding is stored effectively to avoid cross contamination and washed after final use.	3	2	6	Laura Carey & Vadna Chauhan
Shared Bathroom: Pear Blossom & Apple Blossom	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To minimise mixing in shared bathroom as far as possible while maintaining and promoting good hygiene and supporting children with their independence self-care. All surfaces to be wiped down with anti-bacterial cleaner after use.	3	2	6	Laura Carey & Vadna Chauhan

Ventilation	Risk of contact with virus through shared spaces/resources/equipment		3	3	9	All rooms/areas to be kept well ventilated through day.	3	2	6		Laura Carey & Vadna Chauhan
Drop off and pick up times	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Parent/Carers not permitted into the building except for extenuating circumstances. Social distancing at drop off/pick up times encouraged and staff and parent/carers to wear masks or visors. Alternative arrangements in place for drop off/pick up times. Orange Blossom to use fire exit, Cherry and Apple Blossom to use Main front door, Pear Blossom to use rear exit gate and Farm Adventurers to use gate. All staff to be vigilant when children dropping off or leaving, ensuring doors and gates are secured and unknown people do not gain entry. Markers on floor to encourage individuals to stay 2metres apart.	3	2	6		Laura Carey & Vadna Chauhan

Big Kitchen: Meal and Snack times	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Only to be accessed and used by Kitchen team, if items needed to knock and request item, this includes collecting meals and snacks. Kitchen team to refrain from entering children's rooms. Hygiene standards maintained at all times.	2	2	4		Laura Carey & Vadna Chauhan
Small Kitchen	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Maximum of 3 adults permitted in small kitchen at once and to maintain social distancing. Kitchen team to prepare snack and leave in small kitchen to be collected or snack to be prepared in a hygienic space in rooms if possible. Hygiene standards maintained at all times.	3	2	6		Laura Carey & Vadna Chauhan
Hygiene: Hand washing	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	All to ensure regular hand washing, adhering to the government guidance of washing hands for 20 seconds. Children to be supported and encouraged to do this on a regular basis. Anti bacterial hand soap and hand sanitizer to be readily available. Paper towels to be disposed immediately after use.	3	2	6		Laura Carey & Vadna Chauhan

Hygiene: Bodily fluids	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Tissues/paper towels to be disposed of immediately after use, children to be encouraged to do this independently where possible. Catch it, Bin it, Kill it approach to be promoted at all times. Hands washed after any contact with bodily fluids. Bins to be emptied through day as required. Nappy changing and toilet readiness policy followed.	3	2	6		Laura Carey & Vadna Chauhan
Cleaning	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Surfaces to be cleaned regularly through day with antibacterial spray/sterilising fluid. Toys/equipment rotated and cleaned regularly. 'Hot spots' identified i.e. key pads, door handles etc to be cleaned at regular intervals through day.	3	2	6		Laura Carey & Vadna Chauhan
PPE	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	PPE available as required i.e. gloves, aprons, masks. To ensure we have good stocks of all PPE at all times.	3	2	6		Laura Carey & Vadna Chauhan

Unwell child-symptomatic of COVID-19	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To make child comfortable in a safe space away from others. 1 adult to support child and wear appropriate PPE where they are not able to maintain 2m distance. Parent/Carer called and government recommended exclusion guidelines adhered to. All PPE disposed off appropriately. Known contact areas cleaned as required.	3	2	6	Record maintained of all cases and those they have had contact with. To review as guidance changes.	Laura Carey & Vadna Chauhan
Unwell adult-symptomatic of COVID-19	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Adult to report symptoms immediately and to remain in self-isolation. To arrange a COVID-19 test at the earliest opportunity. Government recommended exclusion guidelines adhered to as required.	3	2	6	Record maintained of all cases and those they have had contact with. To review as guidance changes.	Laura Carey & Vadna Chauhan
Adult or Child living with a person with COVID-19 symptoms	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To follow the current Governments recommended exclusion guidelines and remain in self-isolation for 14 days. To return after this period as long as no symptoms are being displayed.	3	2	6	Record maintained of all cases and those they have had contact with? To review as guidance changes	Laura Carey & Vadna Chauhan

Adult or Child with a positive diagnosis of COVID-19	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To follow the current Governments recommended exclusion guidelines and remain in self-isolation for 10 days . To return after this period as long as symptoms are no longer being displayed except a cough and anosmia. To complete a deep clean of all areas of contact. To get advice from Public Health England in the case of a possible outbreak.	3	2	6		Laura Carey & Vadna Chauhan
Adults or children returning from a destination which has been identified as high risk.	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	To follow the current Governments recommended exclusion guidelines if returning from a country identified as high risk.	3	2	6		Laura Carey & Vadna Chauhan


Staff: Working in direct contact with children	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Staff to stay in their 'working groups' including lunch breaks and non contact time, utilise outdoor spaces where and when possible. If using an indoor space to wipe down all surfaces and areas before leaving. To try and maintain the current recommended social distancing guidance with others at all times. Staff to be assigned shared items such as tablets and to only use those assigned to them where possible, if not to wipe down with anti-bacterial cleaner before and after use. Staff to minimise entering other childcare rooms wherever possible.	3	2	6		Laura Carey & Vadna Chauhan
Staff: Not working direct contact with children i.e. admin and kitchen teams	Risk of contact with virus through shared spaces/resources/equipment	All	3	3	9	Staff to stay in their 'working groups' including lunch breaks. To utilise outdoor spaces where and when possible. If using an indoor space to wipe down all surfaces and areas before leaving. To try and maintain social distancing with others at all times. Staff to minimise entering childcare rooms wherever possible.	3	2	6		Laura Carey & Vadna Chauhan

Adult Bathrooms	Risk of contact with virus through shared spaces/resources/equipment		3	3	9	To wipe down surfaces and areas after use. Antibacterial spray to be readily available.	3	2	6		Laura Carey & Vadna Chauhan
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RISK SCORING KEY

Risk Scoring Key	Severity		Likelihood	
	Fatality	5	Certain	5
Major injury, disabling	4	Very likely	4	
Lost time injury, illness	3	May happen	3	
Minor injury, minor damage	2	Unlikely	2	
Delay only	1	Very unlikely	1	

Risk Rating Category	10 to 25	Unacceptable	Do not proceed; seek immediate guidance from the safety team
	6 to 9	Tolerable	Proceed with caution but seek to reduce risk further if possible
	1 to 5	Acceptable	Proceed

Order of Control Measures	Most effective	Eliminate	Ask yourself if the activity needs to be carried out
		Substitute	Ask yourself if the same effect can be achieved with something less risky
Reduce		Ask yourself if you can use less of something, or limit the time etc	
Isolate		Make sure that the risk is contained to the smallest possible area	
Enclose		Make sure that no-one can get to the hazard	
Other Engineering		Emergency stop buttons, automated controls etc	
Safe System		Carry out the work according to a specific step by step programme with training	
Training/Control		Safety team can advise	
PPE		Use of ear defenders, hard hat, toe protectors etc	
Least effective		Discipline and	Telling people to be careful