

**Risk assessment**

<b>Title</b>	<b>COVID -19</b>	<b>Location</b>	<b>Wivenhoe Park Day Nursery</b>	<b>Risk assessment No</b>	<b>RA50</b>
<b>Manager responsible</b>	Dawn Saunders business manager		<b>Signature &amp; date</b>	20/05/20	
<b>Assessed by (name &amp; role)</b>	Andy Fraser – Health and Safety lead		<b>Signature &amp; date</b>	20/05/20	
<b>Review (date &amp; reason)</b>	Every two weeks from 8th June 2020				

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R
<p><b>Hazard:</b> Children being dropped off and collected by parents</p> <p><b>Hazardous event:</b> Parent or child spreads germs causing Covid infection</p> <p><b>Consequence:</b> Someone becomes very unwell or dies from Covid</p>	Child/Parent/staff member leading to further family members/general public	<p>Declaration signed by parent to say family are symptom free and any isolation periods have been adhered to - signed before starting back to nursery, then at regular intervals. **</p> <p><b>**Parents to re-sign declaration on return 7<sup>th</sup> Sept.</b></p> <p>Parents all to receive a clear communication pack regarding the role they play in the safe operating procedures and that all necessary measures are taken to keep their child safe.</p> <p>Temperatures taken of all children on arrival. Not permitted in if temperature is above 37.8 and no explanation i.e. teething</p> <p>15/06/20 update: After discussion with OH and H&amp;S decision made to stop temperature checks on arrival. Research suggested taking temperatures is quite unreliable and can offer a false sense of security. children's temperatures especially vary quite a lot for different reasons. We are reminding parents to only send their children to nursery if they are confident that their child is well, likewise that everyone in their household does not have any COVID symptoms.</p> <p>Tissues available for parents to wipe their child's nose before entering nursery. Bin provided.</p>	Unlikely/ Major

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		<p>Criteria set to minimise the amount of children accessing nursery care</p> <p>Stagger the drop off and collection times to reduce the amount of parents gathering at only entrance.**</p> <p><b>Sept update: **Staggered drop offs removed as parents start times vary anyway from choice. 16 markers distanced at 2m apart queuing system coping but under review each month to consider alternatives.</b></p> <p>Only offer full days to avoid cross over of parents and children at usual lunchtime period***</p> <p><b>***Sessional care re-introduced, there increases a risk of parents/children crossing paths. Initiating a one way system, using separate entrance and exits now in place.</b></p> <p>01/10/2020 –        Management decision to override the one way system and return to using main front door to exit the building for all older children as this is deemed the best way to safeguard the children. Constant access via the side gates poses a bigger safeguarding concern for intruder access to gardens and the potential for a child to leave the premises.</p> <p>2 metre distancing lines at entrance.</p> <p>Only one symptom free parent to drop off/collect per family. Parent requested to wear a face mask when dropping child in the morning</p> <p>No parent to enter the building without hand washing and recent health check completed.</p> <p>Parents to be given information on how to pay their fees over the phone or online to avoid the need to come into nursery.</p>	
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		<p>Parents are only permitted to leave travel accessories including buggies, car seats, and scooters in the setting premises, in the external buggy areas if absolutely necessary.</p> <p>Parents wanting to meet with Keyperson can arrange a Skype/zoom meeting or arrange to meet outside the nursery reception or at another room on Campus if weather is poor.</p>	
<p><b>Hazard:</b> Staff members arrive safely for work</p> <p><b>Hazardous event:</b> Staff member spreads germs causing Covid infection</p> <p><b>Consequence:</b> Someone becomes very unwell or dies from Covid</p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>Staff to travel individually by walk/own car/bike.</p> <p>Staff to only attend if they are symptom free.</p> <p>Staff to record their temperatures before entering the building and wash their hands.</p> <p>Update 15/06/20 – Staff no longer taking their temperature as not a government requirement and proving difficult to manage.</p> <p>Return to work health questionnaire completed by each staff member.</p> <p>Staff to change into their uniform at work including shoes and change back, before leaving the nursery if using public transport. Uniform to be washed at the end of each day.</p> <p>UPDATE 15/06/20        Staff and children in the baby rooms are removing their shoes on arrival to their rooms, to prevent contact from any dirt or waste carried in on shoes for crawling children.</p> <p>Staff are also told to disinfect and dry the soles of their shoes prior to entering the room</p>	<p>Unlikely/ Major</p>

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		<p>Rota in place to only have essential staff/Management on site in response to occupancy levels on any given day.</p> <p>Staff with underlying health conditions to have informed <a href="mailto:ohquery@essex.ac.uk">ohquery@essex.ac.uk</a></p> <p>Plan to keep these staff furloughed for as long as we are able. Any return to work is in line with OH advice.</p>	
<p><b>Hazard:</b> children playing together</p> <p><b>Hazardous event:</b> child spreads germs causing Covid infection</p> <p><b>Consequence:</b> Someone becomes very unwell or dies from Covid</p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>Children organised into small groups of up to 6 children per area.  <b>Update 15/06/20</b>        Increase numbers of children in bubbles in response to need. Staying within government guidelines of up to 16 children per bubble. We are keeping smaller bubbles in younger age groups.</p> <p><b>27/07/20</b>        New guidance – no need for bubbles but need to maintain ensuring children/staff kept in their own rooms and not mixing with other rooms. No shared equipment from other rooms. Staff now following ratios for children in the room as usual</p> <p>These groups shall not mix during the day</p> <p>No large gatherings of children permitted. No children to be brought into corridors or offices.</p> <p>Children not to be taken off the nursery grounds without separate risk assessment.</p> <p>Children will eat their nursery dinners in their same groups.</p> <p>Two staff per group for safeguarding. Same staff remain consistent to the group allocated (one first aider). Ratios always maintained.</p> <p>Distancing of beds for sleeping children where possible</p>	<p>Unlikely/ Major</p>

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		<p>Outdoor space to be designated for each group. Outdoor space may be rotated once a week.</p> <p>Reduced access to sand, and playdough for cross contamination risk.</p> <p>Children have hand washing schedule in place (See Hand washing). More education and signage/visual aids in place on importance of hand washing.</p> <p>Cleaning schedule in place for toys/equipment/toilets – see cleaning.</p> <p>Sandpits to be raked and sprayed with Milton every evening.</p> <p>Staggered use of bathroom areas by children</p> <p>No toys to be brought in from home.</p> <p>Bags and coats and nappy changing to go into the room with the child to avoid trips out the room to corridors.</p> <p><b>07/09/20 update:</b>  <b>Corridors to be used once more for coats/bags as weather changes/ numbers of children increase. One staff member from each room to collect coats and return to room. No additional cross over of staff in corridors.</b></p>	
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<p><b>Hazard:</b> Staff members spending time together with other adults or children</p> <p><b>Hazardous event:</b> Staff member spreads germs causing Covid infection</p> <p><b>Consequence:</b> Someone becomes very unwell or dies from Covid</p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>Staff given a re-introduction to nursery training session to go over protocols and new guidance.</p> <p>Staff to avoid all physical contact with one another inc. handshakes/hugs</p> <p>Staff to have staggered breaks. No more than four staff to a staff room to achieve 2m distancing, only one person approaching the sink/kitchen area at a time – clean after use using wipes provided.</p> <p>Staff to use their own plates/cups/cutlery and are responsible for cleaning them with cleaning materials provided.</p> <p>Meetings and training sessions will be held via virtual conferencing or with use of outdoors or Campus auditorium. Training can be broken down into smaller groups and repeated as necessary if space is a problem.</p>	<p>Unlikely/ Major</p>
<p><b>Hazard:</b> staff contact with children</p> <p><b>Hazardous event:</b> Staff member spreads germs causing Covid infection</p> <p><b>Consequence:</b> Someone becomes very unwell or dies from Covid</p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>Staff to follow hand washing and cleaning instructions.</p> <p>Staff to wash hands between children when applying sun cream/administering medicines.</p> <p>Wear PPE as usual when changing nappies, dealing with bodily fluids</p> <p>Encourage children to play without the need to be carried.</p> <p>Continue to respond to a child in need of a hug as per our policy on meeting children’s social and emotional needs.</p> <p>Follow procedures for if a child exhibits Covid symptoms whilst in our care.</p>	<p>Unlikely/ Major</p>

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		<p>Holiday club is cancelled until further notice.</p> <p><b>27/07/20</b>          School holiday clubs given permission to be re-instated with special measures, too late for this year but will implement next year following new guidelines.</p>	
<p><b>Hazard:</b> Visitors</p> <p><b>Hazardous event:</b>          visitor spreads germs causing Covid infection</p> <p><b>Consequence:</b>          Someone becomes very unwell or dies from Covid</p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>Visitors should not be permitted into the nursery unless essential.</p> <p>Where essential visits are required (e.g. essential building maintenance). These should be made outside of the usual nursery operational hours where possible.</p> <p>Our protocol on our expectations around PPE and safety measures for entering in an emergency/essential manner with EMS and other outside agencies is shared.</p> <p>Prospective parents will be able to participate in online tours of the nursery rather than coming to view in person.</p> <p>Prospective and current parents meetings with Nursery Managers and staff will be conducted through virtual conferencing wherever possible.</p> <p><b>Update 15/06/20. FROM end of June:</b>          New parents wanting to start the nursery can attend in the garden of the bubble their child is due to start for a 2 hour trial session. Keeping 2m distance from children and staff and wearing a face covering and hand washing on arrival and departure.</p> <p><b>Update 15/06/20.FROM JULY</b>          New parents wanting to visit the nursery for a tour can come in on a Friday with one staff member. This is only possible whilst the nursery is shut to children on a Friday. Disclaimer signed on arrival by</p>	<p>Unlikely/          Major</p>

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		<p>prospective parent and hand washing before entering the building by all.</p> <p><b>07/09/20</b>  <b>If parent wants to visit following virtual online tour, offer outside tours via the gardens only, ensuring children remain inside whilst tour is happening. Prospective parents to follow previous protocol regarding disclaimer facial covering and hand hygiene.</b></p>	
<p><b>Hazard:</b> poor hygiene</p> <p><b>Hazardous event:</b>          Staff/children/visitors spreads germs causing Covid infection</p> <p><b>Consequence:</b>          Someone becomes very unwell or dies from Covid</p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>All staff and children must wash hands with water and liquid soap</p> <ul style="list-style-type: none"> <li>o On arrival at the setting.</li> <li>o When children are visibly soiled.</li> <li>o Before and after toileting (nappy/potty/self-sufficient)</li> <li>o After blowing their nose, after coughing or sneezing in their hands or a disposable handkerchief or assisting a child to blow their nose</li> <li>o When they come in from outside</li> <li>o If they move from one room to another or are forced to be in contact or close physical contact with children from another room than their own.</li> </ul> <p>Staff will only use disposable materials such as nappies, washcloths, towels, aprons, handkerchiefs and paper towels</p> <p>Staff receive training on hand washing before they start back at the nursery and when this is necessary. Their role in training the children is made clear.</p>	<p>Unlikely/ Major</p>
<p><b>Hazard:</b> dirty nursery environment</p> <p><b>Hazardous event:</b>          Staff/children/visitors spreads germs causing Covid infection</p> <p><b>Consequence:</b></p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>The whole nursery is given a deep clean by SoftFM before opening to the public.</p> <p>Nursery Porter will work with staff and manager to ensure:</p> <p>Toilets must be cleaned with ordinary detergents at least twice daily. Pots are used and cleaned as usual after use.</p>	<p>Unlikely/ Major</p>

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<p>Someone becomes very unwell or dies from Covid</p>		<p>Tables and contact points must be cleaned at least twice daily.          Toys, both inside and outside, must be washed at least twice daily.          Toys that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over.          Bedding must be personal to the individual child wherever possible.          Personal bedding should be washed at twice weekly or as needed. If the bedding is not personal, it should be washed daily in line with NHS laundry guidelines.          Tablets should be wiped several times daily and between uses. If possible, children should avoid sharing tablets or have only a few children share the same tablet. Use alcohol wipes for cleaning. Wash hands before and after use.          Contact points should be cleaned at least twice daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, refrigerator door handles, handrails, armrests, light switches, washer and dryer etc.</p> <p>All waste must be disposed of daily in a hygienic and safe manner          Tissues must be immediately disposed of</p> <p>Windows and doors will be kept open where possible to support good ventilation.</p> <p>Equipment used by employees such as stationary, tablets etc. should be allocated to individual employees members where possible and cleaned regularly.</p> <p>Staff trained on 18<sup>th</sup>/19<sup>th</sup> August 2020 on use of University's Deep Clean Clorox Total 360 machine. To be used specifically for suspected Covid incidents or other infectious diseases.</p>	
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<p><b>Hazard:</b> Lack of necessary supplies</p> <p><b>Hazardous event:</b> Nursery unable to meet necessary safety standards</p> <p><b>Consequence:</b> Threat of closure/being sued/child/adult becomes unwell</p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>Operations Manager will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies through regular contact with suppliers. The setting will not operate without essential supplies required for ensuring infection control</p> <p>A monitoring system for the usage of PPE will be implemented to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting.</p> <p>Emergency measures will be put in place through the University procurement process.</p> <p>When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.</p> <p>In the case the supply of food is interrupted, procedures to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.</p>	<p>Unlikely/ Major</p>
<p><b>Hazard:</b> Child with a positive case of Covid</p> <p><b>Hazardous event:</b> Child/staff becomes unwell whilst in the nursery showing symptoms of Coronavirus</p> <p><b>Consequence:</b> Child infects others and becomes unwell leading to potential hospitalisation</p>	<p>Child/Parent/staff member leading to further family members/general public</p>	<p>Parents will be contacted immediately and be instructed to collect their child as soon as possible and isolate at home in line with the NHS guidance.</p> <p>Whilst waiting for the child to be collected they will be isolated from others in a previously identified room. If possible, a window will be opened for ventilation</p> <p>The staff member responsible for the child during this time should be a staff member from their group. Suitable PPE for this staff member will be provided.</p> <p>The area will be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours</p>	<p>Unlikely/ Major</p>

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or death		<p>The person responsible for cleaning the area should wear appropriate PPE</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance and OH will be informed for further guidance.</p> <p>Staff trained on 18<sup>th</sup>/19<sup>th</sup> August 2020 on use of University's Deep Clean Clorox Total 360 machine. To be used specifically for suspected Covid incidents or other infectious diseases</p>	
<p><b>Hazard:</b> Fire</p> <p><b>Hazardous event:</b> Nursery burns down</p> <p><b>Consequence:</b> Serious burns/ risk to life</p>	Child/Parent/staff member	In case of a fire, social distancing measures do not apply and the priority remains to safeguard life by following the nursery's fire procedures as usual	Unlikely/ Major

When the death rate was increasing, when we had not reached the peak, and the R No. was above 1, we were looking for all RA's to have a Catastrophic consequence as at that time that was a realistic outcome for an unknown number of people.

However, we would now suggest that in view of the following, the Consequence could more realistically be defined as 'Major'.

- a) The average death toll and infection rate are both decreasing,
- b) The R No. has decreased to below 1.0,
- c) The curve has been flattened,
- d) The pandemic is not deemed to be 'out of control' (200-300 per day out of 66 million, down from a peak of nearly 1,000 per day)
- e) Children have been recognised as being one of the lowest risk groups, and
- f) Track & trace is now in place for anyone symptomatic including under 5's, meaning medical assistance can be sought sooner rather than later.

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Adequate control measures to reduce the likelihood to Unlikely (to get a Medium Risk, rather than a High Risk). We cannot expect to get down to a Very Unlikely as we acknowledge we cannot practice social distancing and staff are spending many hours in their bubbles., 'Unlikely' is the best we can currently hope for.

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