

St Bede's Childcare Ltd

Name of assessors: Directors of childcare charity

Date: 19/5/2020

Area assessed: St Bede Childcare Ltd

Description of task being assessed: The assessment reflects the requirement by the Government to maintain social distancing wherever possible and ensure adequate hygiene practise is followed. This risk assessment rates the risk of close or frequent contact between **staff and children** returning to nursery occurring. **It cannot** assess the risks of contracting Covid-19 from this contact (or contact which occurs outside of setting), or the risk of developing health complications from contracting Covid-19. Individuals will have to refer to government, medical and scientific guidance based on their own individual circumstances for this.

L= Likely hood of risk, C = consequence of risk , R = (L*R) risk rating

Risk rating definitions are detailed on the Risk Management strategy

What is the hazard?	Who might be harmed?	How might people be harmed?	Risk rating			Additional controls	New risk rating Residual			Action/monitored by whom?	Action/monitored by when?
			L	C	R		L	C	R		
Insufficient number of staff for child demand	Children staff	Unable to care for children using current staffing guidelines	3	2	6	<ul style="list-style-type: none"> • Manager and Deputy at each venue to be supernumerary to cover additional requirements • Assessed number of children due to return with support from parental questionnaire. • Assessed number of children and staff who are safe to return due to health using a tiered system ranging from health concerns, living with someone classed as vulnerable due to health concerns, caring outside 	1	2	2	Management Team	Monitor parental demand weekly, HR & SMT monitor staff availability due to changing health weekly

St Bede's Childcare Ltd

						the home for a vulnerable person, to no concerns					
						<ul style="list-style-type: none"> Overstaff on day 1 just in case children return without notice 					
Higher number of staff and children on site	Children Staff Parents	Increased contact within nursery between children and also staff	5	4	20	<ul style="list-style-type: none"> Assessed number of children due to return with support from parental questionnaire. Assessed number of children and staff who are safe to return due to health. Assessed space available and how many children can be in each room according child ability to socially distance More outdoor time scheduled throughout the day, rotated through the day for all age groups Furniture in the rooms to be moved to ensure children are evenly grouped in the rooms Reduced room capacities Children & staff of vulnerable health or who are living with vulnerable are not attending nursery. 	4	4	16	Management	Actioned wk beg 25 th .05.20 Monitored weekly
Supporting children with complex needs	Children staff	Difficult to maintain social distance within setting.	5	4	20	<ul style="list-style-type: none"> Re-assess risk assessments – Is it suitable for children with complex needs to return during a period of change? 	2	4	8	Setting SENDCO	Actioned on 22.5.20 Monitored weekly

St Bede's Childcare Ltd

		Children and staff could get hurt by children with high anxiety				<ul style="list-style-type: none"> • SENDCO has completed risk assessments and spoken with parents • One to one Support if staffing ratios allow for children who need additional support • Tailored curriculum to support children 					
Drop off and pick up times	Children Staff Parents	Difficult to maintain social distancing amongst setting	5	3	15	<ul style="list-style-type: none"> • Parents to use social distancing measures outside each nursery to allow space between children and parents • Only 1 parent to drop off or collect • Use of PPE for staff collecting at the door One person from each base room to be the "runner" to collect the children from the parent 	3	3	9	Management	Actioned on 01.06.2010 Monitored weekly
Travelling to and from setting	Children Staff Parents	Difficult to maintain social distancing amongst community	3	4	12	<ul style="list-style-type: none"> • Staff, children and parents advised to avoid public transport and walk, cycle or travel in the car • Staff, children and parents using variety forms of travel. • Staff not to travel to work wearing uniform, must change when arrive at work • Staff using public transport must wear mask 	3	4	12	Management	Actioned on 1.6.20 Monitored weekly
Visitors to setting	Children Staff Parents Contractors Other setting services	Difficult to maintain social distancing amongst	4	4	16	<ul style="list-style-type: none"> • Parents collecting a child who is unwell will receive a phone call and will be asked to collect the child from the main 	3	4	12	Management	Actioned on 1.6.20 Monitored weekly

St Bede's Childcare Ltd

		setting community				<ul style="list-style-type: none"> entrance gate at the setting reception No parents on site. Phone call/video conference/email only Only essential contractors on site Contractors sign disclaimer declaring no symptoms Contractor greeted by staff member who ensures when they sign in, they also sanitise hands Contractor reminded to only work in agreed areas 					
Large numbers of staff and children accessing the outdoor area	Children Staff	Difficult to maintain social distancing amongst other children	5	5	25	<ul style="list-style-type: none"> Staggered times Use of all space to support social distancing Each group of children to be separated into two groups whilst accessing indoor/outdoor space 	4	5	20	Room Leaders	Actioned on 1.6.20 Monitored weekly
Supporting social distancing in the rooms	Children Staff	Difficult to maintain social distancing amongst setting	6	5	30	<ul style="list-style-type: none"> This is not suitable for EYFS as children play and learn in a different way. Some furniture to be removed to create more open spaces 	6	5	30	Managers	Actioned wk: 25.5.20 Monitored daily
Supporting social distancing in offices.	Children staff	Difficult to maintain social distancing amongst setting	3	4	12	<ul style="list-style-type: none"> Desks facing to be measured to ensure 2m distance If possible, place desks side by side Rota always used to ensure limited staff in the building 	2	4	8	SMT	Actioned wb: 25.5.20 Monitored daily

St Bede's Childcare Ltd

Supporting social distancing in the corridors.	Staff children	Difficult to maintain social distancing amongst setting	4	4	16	<ul style="list-style-type: none"> Communicate changes to children and staff Parents and children will not be moving around the setting at any times Children to use bathrooms in base room including when outside 	3	4	12	Room Leaders	Actioned wb: 25.5.20 Monitored weekly
Supporting social distancing at meal and snack times	Children Staff	Difficult to maintain social distancing amongst setting	4	5	20	<ul style="list-style-type: none"> Lunchtimes may need to be staggered further to cope with any further demand of more key worker and vulnerable children. Member of staff to be present during these times to ensure no sharing of cups, cutlery etc Staggered lunchtimes if required Fewer tables used in the room Table places set with distance Children served at tables Staff clearing plates Tables cleaned before next group of children come/arrive 	2	5	10	Room Leaders	Actioned on 1.6.20 Monitored weekly
Keeping areas clean and free of infection.	Children Staff	Difficult to maintain social distancing amongst setting community	5	5	25	<ul style="list-style-type: none"> All rooms to be given a 'pack' of cleaning resources and checklist so that staff can clean throughout the day Bins to be changed at dinner time and at the end of the day Rota for cleaning toilets during the day. Keep windows & doors open for ventilation as 	4	5	20	Cleaning team and all staff	Actioned on 25.05.20 Monitored daily

St Bede's Childcare Ltd

					<p>long as this does not contravene safeguarding policy.</p> <ul style="list-style-type: none">• Regular daily cleaning throughout the setting.• Staff to clean surfaces, handles etc on an hourly basis using antibacterial solutions and disposable cloth• Children's dummies to be sterilised twice per day• Disposable cups to be used at snack and meal times• Children to wash hands every two hours, when entering and leaving the building• Sleeping children will be 2m apart and the top to toe system will be used• Bedding to be washed on site daily on hot wash• Beds to be cleaned after each use using antibacterial spray• All intimate care areas to be cleaned regularly throughout the day• Windows and doors opened where possible• Staff to continue to wear PPE for intimate care routines• Tissue dispensers for staff and children – bins to be emptied mid-day• No cash payments being accepted• Additional cleaning hours at the end of the				
--	--	--	--	--	---	--	--	--	--

St Bede's Childcare Ltd

						day to ensure adequate time					
Keeping staff room areas clean and free of infection	staff	Difficult to maintain social distancing amongst setting community	4	4	16	<ul style="list-style-type: none"> Staff to follow hand sanitising procedure before entering the staffroom, after eating or using the toilet Staff to prepare own food and drinks only Staff to wipe down areas they have used Staff to wash, dry and put away anything used Staff to ensure that they follow the staffroom checklist to maintain high level of hygiene Toilets to be cleaned additionally during the day. Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. Regular daily cleaning. Staff to clean during the day to keep surfaces and areas clean. 	3	4	12	Management and all staff	
Keeping resources clean	Children Staff	If item contains virus such as COVID 19 could spread amongst other users	6	5	30	<ul style="list-style-type: none"> EYFS to remove some soft furnishings and to be sprayed using antibacterial sprays every day Books to be bagged and a clean set to be put out each day No fabric books to be used Plastic resources to be put in sterilising dish 	5	5	25	Management and room leaders	Actioned wb: 25.5.20 Monitored weekly

St Bede's Childcare Ltd

						<p>washer as soon as possible</p> <ul style="list-style-type: none"> • Older children reminded not to put hands near mouth • Sand to be put in individual trays for the children to use and disposed of once finished with • Water play to be supervised at all times • Playdough to be removed • Not applicable to EYFS 					
Handwashing & sanitising	Children Staff	If person has virus such as COVID-19 could spread on items/people the person touches	3	3	9	<ul style="list-style-type: none"> • Hand sanitising units available at all key entrances. • Video to remind staff of handwashing protocol on returning to setting. • Children educated about effective handwashing requirements • Posters around setting reminding children of importance of handwashing • Staff given guidance of key points in the day when children handwash: on entering setting, after breaktimes, before eating, after coughing or sneezing. • Soap/handwash available at all sinks 	2	3	6	SMT	Actioned wb: 25.5.20 Monitored weekly

St Bede's Childcare Ltd

Respiratory Hygiene	Children Staff	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	3	3	9	<ul style="list-style-type: none"> Tissues purchased for each room Video to remind staff of hygiene protocol on returning to setting. Children reminded of appropriate hygiene measures: Coughing into arm Using a tissue once when blowing nose or sneezing. Catch it, bin it, kill it 	2	3	6	Management	Actioned wb: 25.5.20 Monitored weekly
Intimate care for children.	Children Staff	If person has virus such as COVID-19 could spread on items/people the person touches (including faecal to oral transfer) or if social distancing not possible	6	4	24	<ul style="list-style-type: none"> PPE already used to minimise risk to staff and children when changing children. Sun cream to be administered using gloves Intimate care policy 	5	4	20	All staff	Actioned on 1.6.20 Monitored daily
First Aid for staff and children.	Children Staff	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	6	4	24	<ul style="list-style-type: none"> PPE bought to reduce risk to staff and children when administering first aid. First Aid Policy 	5	4	20	SR & SMT MAT leadership	Actioned on 1.6.20 Monitored daily
mental wellbeing	Children Staff Parents	The community experiences a COVID	4	4	16	<ul style="list-style-type: none"> Support leaflet full of advice for mental wellbeing for staff and children to be created. Mindfulness for children 	4	3	12	SMT HR	Actioned on 1.6.20 Monitored daily

St Bede's Childcare Ltd

		breakout or death. Anxiety and stress caused				<ul style="list-style-type: none"> • Management support • Key members of staff trained in bereavement counselling • SMT daily well-being checks of staff in setting 					
Supporting staff and children displaying symptoms.	Children Staff Parents	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	3	5	15	<ul style="list-style-type: none"> • Designate 'isolation Room' to be used as an 'exit' space. • Keep windows open for ventilation. • Pack of resources stored here for PPE for staff sitting with children and for immediate cleaning after pupil/staff member has left. • Pass on key information on how to access testing and ask staff member/parents to report back as soon as they know results of testing. • Assess if child or staff member is displaying symptoms. • Ask staff member to go home and follow government guidance- 7 day self-isolation/14 days family isolation. • Phone child's family and ask them to pick up child and follow gov guidance 14 days family isolation. • If Covid 19 confirmed via testing, inform RIDDOR 	2	5	10	SMT	Actioned on 1.6.20 Monitored daily
Preventing a spread from a known case.	Children Staff Parents	If person has virus such as COVID-19 could spread on	3	5	15	<ul style="list-style-type: none"> • If a child or member of staff is tested and confirms that they have Covid: 	2	5	10	KD & SMT HR	Actioned on 1.6.20 Monitored daily

St Bede's Childcare Ltd

		items/people the person touches or if social distancing not possible				<ul style="list-style-type: none"> • Parents will be notified of the case and advised to remain alert of their child displaying symptoms • Deep clean of the spaces accessed by the staff member/pupil • HR/ leadership informed. • CHILD/staff member sent home as soon as they display symptoms. • If Covid 19 confirmed via testing, inform RIDDOR 				
--	--	--	--	--	--	--	--	--	--	--

Review date: 30 June 2020

Signature: *J Hatch, J Roberts, S Bagshaw, K Dearden*

St Bede's Childcare Ltd