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| Coronavirus Risk Assessment for Nurseries and Early Years – Post 19 July 2021 | | | | | | | | | | | | |
| This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Continuity Plan.  You must modify this risk assessment to ensure it reflects your activities and the specific risks and controls you have in place.  This document incorporates government guidance up to July 2021.  This guidance is for local authorities and all early years providers in England. This includes early years provision in maintained schools, non-maintained schools, independent schools, all providers on the Ofsted early years register, and all providers registered with an early years childminder agency.  For reception year groups, schools should, for the most part, refer to [actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak), although some of the information in this guidance is relevant to reception. | | | | | | | | | | | | |
| **Learning Centre/Nursery Name** | | | | | | | **Date Assessed:** | **Assessed by:** | | | | |
| **Task/Activity:** Reopening nurseries and early years settings from  July 2021 onwards, during the coronavirus (COVID-19) pandemic | | | | | | |  | **Reference Number:** | | | | |
| Separate risk assessments are available for specific activities. Raise and complete where required.  This risk assessment should be read in conjunction with these risk assessments (tick all that apply). | | | | | | | |  | Coronavirus Risk Assessment for School Catering | | | |
|  | Coronavirus Risk Assessment for COVID Testing | | | |
|  | | | **Risk rating before implementing control measures** | | |  | | **Risk rating after implementing control measures** | | | |  |
| **Activity/Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | | **Likelihood (1-5)** | | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Management control | Inadequate management controls could lead to poor control of COVID-19 leading to increased risk of transmission and potential COVID-19 outbreak | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Use of Ellis Whittam’s Reopening Checklist. * Ellis Whittam’s COVID-19 Health & Safety Policy and/or Health & Wellbeing Policy in place. * Undertake the Ellis Whittam COVID-19 Daily Management Checklist. * Usage of Ellis Whittam’s COVID-19 Return to Work Form with staff. * Refer to the Ellis Whittam Health & Safety FAQ. * Usage of Ellis Whittam’s Health & Safety Questionnaire with staff. * Usage of Ellis Whittam’s COVID-19 Staff Briefing. * COVID-19 training completed. * We will follow our Outbreak Management Plan. | |  | | 5 |  | <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures> |
| Keeping everyone safe upon reoccupation | Potential to contract COVID-19 through school-related activities | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Usage of Ellis Whittam’s Reoccupation Checklist. * Discussions with insurer to determine further requirements. * Space audit conducted. | |  | | 5 |  |  |
| Building ventilation | Contracting COVID-19 as a result of poor ventilation | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * We will ensure that all areas within the school building are sufficiently ventilated and remain a comfortable teaching and learning environment. * Where installed, we shall use mechanical ventilation systems that have been adjusted to “fresh air” intake. * We shall use natural ventilation where safe to do so (i.e. by opening windows just enough to provide constant background ventilation and opening them more fully during breaks to purge the air in the space). * We will use outdoor areas as much as possible. | |  | |  |  |  |
| Fire prevention | Propping or leaving fire doors open to try to increase ventilation could reduce life safety controls | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Do not prop and/or leave fire doors open to increase ventilation. * Usage of Ellis Whittam’s Managed Use Policy where required for fire safety. | |  | | 5 |  |  |
| Minimising contact between individuals | Contact with unknown infected persons | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Early years will no longer be required to keep children in small, consistent groups within settings, but this can help to contain the impact of any transmission. * We have conducted an audit to determine the availability of staff to work in our setting. * We will continue to use agency, peripatetic staff, and students, and encourage work placements. * We shall continue to use volunteers; however, they will not be deployed across different class groups. * We will continue with recruitment if required. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Minimising contact between individuals | Contact with symptomatic persons suspected of having COVID-19 | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Persons worried about COVID-19 symptoms should call NHS 111 if unable to get help online, and NOT go to their GP or other healthcare centre. * We will ensure that staff who are symptomatic do not attend work. * We will ensure that all parents and carers understand that if a child has coronavirus symptoms, or there is someone in their household who does, they should not attend our setting under any circumstances. * If an employee, child or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. * Use of Ellis Whittam’s Unwell Person Flowchart. * A face mask should be worn if helping a child who is symptomatic and awaiting collection. If contact is necessary, then gloves, an apron and a face mask should be worn. If there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection will also be worn. * Regular family contact to ensure that children from families with symptoms do not attend. * Close liaison between families regarding symptoms – the nursery will not monitor temperatures. * Where eligible, employees are strongly recommended to take part in the government’s COVID-19 testing programme and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Outbreak Management Plan and a decision will be made on when they can return to work. | |  | | 5 |  |  |
| Management and control of contractors and visitors (including parents/carers on the premises and grounds) | Contact with persons suffering from coronavirus | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * We will reduce contact between parents and carers when dropping off and picking up their children by limiting drop-off and pick-up to one parent or carer per family and staggering timings. * We will not allow parents or carers into the setting unless absolutely essential and will arrange for children to be collected at the door (where possible). * Government advice indicates that other visitors should be prohibited from site. We will limit external visitors to the setting and ensure that they only come into the building when absolutely necessary. * When visitors are essential, such as transient nursery staff, etc., a risk assessment must be completed and include pre-visit preventative measures for each visitor. * Undertake the Ellis Whittam COVID-19 Contractor/Visitor Checklist and Visitor Declaration Form. | |  | | 5 |  |  |
| Cleaning the premises – post-suspected COVID case | Contact with potentially contaminated surfaces | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: * All surfaces and objects which are visibly contaminated with body fluids; and * All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. * Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. * If a person becomes ill in a shared space, these will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. | |  | | 5 |  |  |
| Cleaning the premises – minimising the risk of transmission | Contact with potentially contaminated surfaces | Employees  Children  Contractors  Visitors | 5 | 5 |  | * Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist. * We will remove unnecessary items from learning environments in order to facilitate cleaning. * We will ensure that all frequently-touched surfaces, equipment, door handles, handrails, table tops, play equipment, electronic devices (i.e. phones) and toilets will be cleaned thoroughly several times a day. | |  | | 5 |  |  |
| Minimising the risk of transmission from contact with teaching resources, play equipment and toys brought from home | Contracting COVID-19 through contact with potentially contaminated surfaces | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Our plan includes assessing how much outdoor space is available that can be used as much as possible. * We will ensure that outdoor equipment and toys are appropriately cleaned. * We shall consider usage of resources such as Dr Dog, Busy Bees, etc. | |  | | 5 |  |  |
| Potential COVID emergency situations | Contact with persons suffering from coronavirus | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Updated emergency contact details are in place for both staff and children.   **Declaration of an outbreak:**   * Where two or more confirmed cases of COVID-19 appear within 14 days, the setting will follow the ‘outbreak management plan’ and inform the relevant authorities. * The setting will comply with government guidance on ‘Test and Trace’ procedures where children/persons show symptoms of COVID-19. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update> |
| Use of outdoor areas, parks and other visits | Contracting and spreading of infection | Employees  Children  Visitors  Other park users | 5 | 5 | 25 | * Whilst the government now allows visits to parks, these will be risk assessed. * Where the park may be busy with members of the public, the visit will be re-evaluated and or terminated if risk is deemed to be significant. * Educational visits can be conducted. We have contingency plans in place for countries being visited and where travel lists may change during the trip. Refer to our educational visits risk assessments. * Usage of Ellis Whittam’s Visiting Other Schools Checklist. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Mental health and wellbeing during COVID-19 | Detrimental effects to mental health and wellbeing | Employees  Children | 5 | 5 | 25 | * During the pandemic, the school will ensure that where staff are absent or returning from furlough and/or children are at home/away from school, the mental health and wellbeing of children and staff will be monitored, and support provided as required. * In significant cases, a risk assessment will be completed for vulnerable individuals. * First aid provision for groups of children from 0 to 5 years will require a minimum of one Paediatric First Aider (PFA). | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update> |
| When to self-isolate | Contact with persons who may have been exposed to coronavirus | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Employees or children who are suspected to have coronavirus are required to self-isolate in accordance with the government guidance. * Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/guidance/travel-advice-novel-coronavirus> |
| Contact with objects that may have been handled by persons who may have been exposed to coronavirus (e.g. food, toys, stationery, deliveries, etc.) | Contact with potentially contaminated surfaces | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * All existing risk assessments will be maintained and followed. * There is currently no perceived increase in risk for handling post/freight. * Kitchen staff to continue to follow the HACCP and maintain good hygiene standards. * Posters promoting good hand hygiene displayed in food areas. * We will ensure that all items we launder within our setting (i.e. towels, flannels and bedding) are washed thoroughly after use and are not shared by children between washes. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Disposal of waste potentially contaminated by COVID-19 | Contact with potentially contaminated waste | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * COVID waste includes used tissues, masks and other personal protective equipment (PPE) if used. * All waste that has been in contact with a suspected infected person should be put in a plastic rubbish bag and tied when full. * The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. * Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. * Where possible, we will ensure the availability of lidded bins, preferably operated by a foot pedal, for immediate disposal of tissues, and that these are emptied throughout the day. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Promoting effective hygiene control | Contracting COVID-19 through poor hygiene | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * All persons are encouraged to frequently wash their hands and practice good respiratory hygiene (Catch it, Bin it, Kill it). This will include posters and fun activities for children to remind them of the methods. * We shall communicate key messages regarding good hygiene: * Cover your mouth/nose with a tissue or your sleeve (not your hands) when you cough or sneeze and put used tissues straight in the bin. We will ensure that there is a good supply of disposable tissues throughout our setting. * Wash your hands often with soap and water. Use hand sanitiser gel if soap and water are not available. * Do not touch your eyes, nose or mouth if your hands are not clean. * Avoid close contact with people who are unwell. * We will provide instruction and training to staff on infection control, for example [putting on, taking off and disposing of PPE](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures). * We will ensure that children are supervised when washing hands. * Hand sanitiser will be available in each room (in use), entrances and exits of buildings, near lunchrooms and toilets. | |  | | 5 |  |  |
| Provision and use of personal protective equipment (PPE) | Contracting COVID-19 due to lack of PPE | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Adequate supplies of face masks, eye protection, gloves and aprons are available for children who become unwell and need direct personal care, i.e. changing nappies – normal PPE (apron and gloves) will be used providing child is not showing symptoms. If symptomatic, they will be sent home. | |  | |  |  |  |
| Vulnerable staff and children | Potential higher risk of contracting COVID-19 | Vulnerable adults and children | 5 | 5 | 25 | * Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment. * New and expectant mothers risk assessment completed. | |  | | 5 |  |  |
| Transport | Risk of contracting COVID-19 | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Established arrangements are in place between the nursery and transport companies. * Cycle storage facilities available – employees and children encouraged to walk/cycle to our setting (where feasible). | |  | | 5 |  |  |
| Minimising the risk of transmission on the premises | Contracting and spreading of infection | Employees  Children  Contractors  Visitors | 5 | 5 | 25 | * Staggered drop-off/collection times. * Communication to parents sent out regarding collecting and dropping off children to prevent ‘gathering’. * We will discuss with the local education authority where we are unable to maintain sufficient group sizes. * Refer to separate children with (EHC) Plans and risk assessments in place. * We will consider how we will involve parents and carers in planning and agreeing any changes to support, including reviewing EHC Plans. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.  <https://www.nhs.uk/conditions/coronavirus-covid-19/>  <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>  <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_medium=email&utm_campaign=govuk-notifications&utm_source=dce072d0-e5c2-4b81-bdda-334ae37c2289&utm_content=immediately> |
| Provision of first aid | Lack of availability of trained first aiders and/or expiry of first aid certification | Employees  Visitors  Delivery drivers  Children | 5 | 5 | 25 | Annual refresher training  * If first aiders are unable to get annual face-to-face refresher training during the pandemic, we will use online refresher training to keep skills up to date. However, we would make all reasonable efforts to ensure that the practical elements of FAW, EFAW and requalification courses are delivered face to face. * Where we have children under the age of 24 months, we shall have a Paediatric First Aider (PFA) on site. * Where we have children present who are aged 2-5, we will make best endeavours to ensure that there is at least one PFA on site at all times children are present (where this is not possible, we will review our first aid needs assessment and ensure that there is a First Aid at Work trained first aider or Emergency PFA on site). * Review of first aid needs assessment conducted to ensure that suitable first aid provision is made for numbers on site. | |  | | 5 |  |  |
| Welfare arrangements | Welfare  Hand-contact points  Poor hygiene and welfare conditions leading to staff discomfort or illness | Employees  Visitors  Delivery drivers  Children | 5 | 5 | 25 | * Toilets to have a regular supply of hot and cold water complete with soap and towels. * Hand sanitiser available (where required). * Hand-contact points cleaned daily/where practicable. * Toilets and kitchen area to be regularly cleaned. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Infection control | Transmission of COVID-19 through poor hygiene controls | Employees  Visitors  Children | 5 | 5 | 25 | * Refer to policy and ensure all staff are aware of its contents and new protocols. * Decontamination – following advice/guidance from the Health Protection Team. * Refer to guidance and posters (where required). * Education poster on COVID-19 to be displayed at the main entrance to the building(s). * Ellis Whittam COVID-19 Daily Management Checklist to be used. | |  | | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| COVID testing | Testing staff and children for COVID-19 | Employees  Children | 5 | 5 | 25 | * The Asymptomatic Testing Programme for Schools will be implemented in early years settings. Self-swab lateral flow test kits will be supplied for use by all staff. * See Ellis Whittam Risk Assessment Template for COVID Testing in Schools. * Use of test and trace apps by individuals to establish data. * Records maintained of staff/children who have been tested for COVID-19. | |  | | 5 |  |  |

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| Risk/Priority Indicator Key |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| Review Record |

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| **Date of Review** | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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