

St. Paul's Community Development Trust Risk Assessment

Department	Task	Location	Assessed by	Date	Review Date
St Paul's Nursery	COVID-19	St Paul's Nursery	Tracey Newton/ Matt Humpage	March 2021	Continuous/Weekly

Hazard	Who is at Risk	Severity x Likelihood =Risk S x L = R			Existing Control Measures	Residual Risk		
		4	1	4		4	1	4
Children and staff attending the setting with COVID-19	C	4	1	4	<ul style="list-style-type: none"> • Current Government Guidance and system of controls followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • All children and staff attending nursery and members of their house hold must be symptom free and any child showing symptoms while at nursery will be isolated and sent home immediately. • Children, staff and other adults must not come into nursery if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days as per Government rules • Children, staff and other adults who have had symptoms can return to nursery if the required isolation period is completed and they have not developed symptoms, or if they have had a negative test. • Carers and staff must notify the nursery of any symptoms of themselves, child or household members whether due to attend or not. • Symptoms and isolation periods are recorded on the register and in COVID folder to ensure isolation periods are completed. • All carers have been provided with a copy of the nursery COVID -19 Operational Procedures and expectations for children attending nursery. • Staffing levels within the building will be limited to ensure only those required to care for expected occupancy levels and day to day running will be in attendance. • Individual risk assessments will be completed for staff members to identify possibly risk factors and measures that may be necessary as a result. 	4	1	4
	Ca S	3	3	9		3	2	6
Spread of COVID-19 due to contact and not social distancing	C	4	1	4	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • Children and staff will be in consistent groups and mixing will be minimised. • Size of groups mixing at either end of the day will be risk assessed and recorded. Any other essential mixing of groups will be recorded in the COVID folder with date, names and reason. 	4	1	4
	Ca S	3	3	9		3	2	6
		4	2	8		4	1	4
		3	4	12		3	2	6

People At Risk S=Staff/Volunteers C=Children Ca = Carers P=Public **Risk** = Severity x Likelihood (SxL=R)

Severity 1= Trivial 2= Minor Injury/3 Day Absence 3= Major Injury 4= Death **Likelihood** 1= Improbable 2= Occasional 3= Frequent /Regular 4= Common/Continuous
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					<ul style="list-style-type: none"> • Care routines including sleep, meals, nappy changing and toileting will be within the space allocated to each group of children. • All outside areas on site will be fully utilised and zoned to reduce mixing groups together. • All staff members avoid all physical contact with staff from other groups or departments unless in an emergency situation. • Social distancing must be maintained during staff breaks and staggered, or in different areas if necessary, to achieve this. • The use of communal internal spaces restricted • Where possible, meetings and training will be conducted through virtual conferencing. • Only one carer per family allowed on site to collect or drop off children and timings will be staggered if necessary. • Carer's encouraged to social distance when waiting outside or if entering the building. • Carers must wear masks or face coverings if entering the building. • Hand sanitiser provided at entry to building and all rooms. • Carers entering the nursery for the purpose of settling in a new child or in an emergency sanitise hands and socially distance from other children and staff members. 			
Drop off & collection	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • Only carers who are symptom free and/or have completed the required isolation period or had negative test can drop off or collect their child. • Drop off and collection at external entrance to the nursery. • Staff and carers should try to social distance and wear face coverings. • Drop off & collection times to remain brief & further feedback regarding child's day will be sent electronically or through phone call. • Only one carer per family allowed on site to collect or drop off children and timings will be staggered if necessary. • Where necessary, children's hours and days will be reduced or changed to enable staggered arrival and leaving times and accommodate additional cleaning time. 	4 3	1 2	4 6
Snack & Meal times	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • Staff & children's hands washed thoroughly for 20 seconds prior to and after any eating or drinking. • Free access snack bar replaced by supervised snack time within each group. 	4 3	1 2	4 6

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					<ul style="list-style-type: none"> • Free access to water replaced by continuous provision of drinks from staff throughout the day. • Children will eat within the designated area of their groups. • Meals and snacks brought through from kitchen for each group and served by staff from the relevant group. • All Food Hygiene procedures followed as previously. • Packed lunches brought from home must be in container that can be sanitised before storing in the fridge. 			
Wellbeing & Education	C	2	4	8	<ul style="list-style-type: none"> • Safety of children and staff must be paramount in all areas of the nursery; however, the emotional wellbeing of children will also be prioritised at all times. • Adaptations made to learning experiences as appropriate to ensure reduction of risks relating to COVID-19. • Children supported in age appropriate ways to understand regular hand washing and proper use of tissues and their disposal. • Children will be supported to understand the changes and challenges of COVID-19 with an awareness of children's attachments and need for emotional support. • No assessments formal assessments however, staff will continue to observe children's development and address any concerns. • Individual risk assessments will be completed for children with special educational needs and disabilities (SEND) who are not attending nursery to ensure that the right support is in place for them. 			
Spread of COVID-19 due to activities & resources used	C	4	1	4	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • Resources minimised to enable effective cleaning. • All activities and equipment provided will remain within each group and after use will be cleaned and sanitised or disposed of. • All resources washed, or sterilised daily or removed from circulation for 48hrs (72hrs for plastic) before being used again. • Malleable resources such as playdough and goop disposed of daily. • Resources that cannot be cleaned, replaced or disposed of will be removed from use. • All activities risk assessed formally and continuously throughout the day. • Wherever possible, equipment used by staff such as stationery, tablets etc. allocated for use within groups and cleaned regularly. 	4	1	4
	Ca S	3	3	9		3	2	6
		4	2	8	<ul style="list-style-type: none"> • Current Government Guidance followed at all times and setting procedures followed at all times. All concerns to be documented and reported as appropriate. 	4	1	4
Safeguarding & Child Protection	C	3	3	9		3	2	6

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					<ul style="list-style-type: none"> • Staff to be vigilant and aware of impact that COVID-19 will have had on many children and their families • Where children do not attend nursery on the days expected, carers must contact the nursery by telephone to advise the reason for absence. Where carers do not report absence, existing missing child procedures will be followed. • All concerns must be documented and acted upon as appropriate in accordance with current Safeguarding Policy. 			
Emotional and mental wellbeing	C Ca S	3	3	9	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • Emotional wellbeing of children and staff must remain a priority at all times when making changes and decisions. • Children supported in age appropriate ways to understand keeping themselves safe in relation to infection control. • Children supported to understand the changes and challenges encountered as a result of changes made. • All parents kept informed of procedures and any changes. • Parents are encouraged to phone staff throughout the day should they feel this is necessary. • Ongoing contact with families and staff members isolating and support provided as necessary. • Staff given regular opportunities to share concerns and suggestions. 	3	2	6
Poor Communication	C	4	1	4	<ul style="list-style-type: none"> • All carers and staff provided with updated copies and changes of the nursery COVID -19 Operational Procedures and expectations for children returning to nursery. • Carers of children attending the nursery are encouraged to download Parenta app to see activities. • Where discussions about children's day are needed with carers these will be done on the phone. 	4	1	4
	Ca S	3	3	9		4	2	6
		4	2	8		4	1	4
		3	4	12		3	2	6
Travel	C	4	1	4	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • Wherever possible staff and carers to travel to the nursery alone or with member of their own household, using their own transport. • Where public transport is necessary, current guidance on the use of public transport must be followed. • Outings off site will currently not happen. Resources on site will be fully utilised. 	4	1	4
	Ca S	3	3	9		3	2	6
		4	2	8		4	1	4
		3	4	12		3	2	6

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Poor Hand Washing	C Ca S	4 3 4 3	1 3 2 4	4 9 8 12	<ul style="list-style-type: none"> • Current Government Guidance followed at all times - to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or where this is not possible to use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • All staff members receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • All children and staff wash their hands on arrival at the nursery and when leaving. This must also be done by staff before and after breaks. • Children and staff members wash their hands frequently throughout the day and always after using toilet or changing children, before and after eating or serving meals and snacks, when changing rooms and after removing any PPE. • Hands must be washed for 20 seconds with running water and soap and dry them thoroughly or where this is not possible to use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Children supported in doing this as necessary and their learning will be reinforced through play, songs and repetition. • Children and staff encouraged as appropriate to not touch their mouth, eyes or nose, and reinforced through play, songs and repetition. 	4 3 4 3	1 2 1 2	4 6 4 6
Misuse of face Coverings	Ca S	4	2	8	<ul style="list-style-type: none"> • Carers and visitors must wear face coverings at all times when in the building unless exempt • Staff members must wear face masks in all communal areas. • Staff face coverings must be stored in individual, sealable and labelled bags when not being worn. • Where a face covering becomes damp, it should be removed and be replaced carefully. 	4	1	4
Contaminated clothing	C Ca S	4 3	1 2	4 6	<ul style="list-style-type: none"> • Each group will have their own storage area for children and staff's coats. • Before entering the nursery, all staff must adhere to the following: Jewellery restricted to a maximum of one plain band ring and small stud earrings or sleepers. No bracelets Finger nails must be clean and short. 	4 3	1 1	4 3
Contaminated personal items	C Ca S	4 3	1 2	4 6	<ul style="list-style-type: none"> • Staff must lock all personal items in lockers provided and not be brought into the nursery. • Track and trace app should be disabled when stored in locker area. • Children should not bring in bags or unnecessary personal items on a daily basis. • Supplies of nappies, wipes and clothes, dummies, bottles etc. must be brought in as complete packs and stored permanently at the nursery to prevent moving items back and forth from the setting. 	4 3	1 1	4 3
Contaminated environment	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings must be followed at all times and any updates implemented. 	4 3	1 2	4 6

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	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • St Paul Community Development Trust Cleaning Risk Assessment relating to COVID-19 followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • Furniture, surfaces and toilets being used cleaned and sanitised twice a day. • Floors swept and sanitised once a day. • Carpets sprayed with disinfectant spray once a day. • Touchpoints and hand washing facilities will be cleaned and sanitised twice a day at minimum. 	4 3	1 2	4 6
Contaminated waste	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • All waste disposed of in a hygienic and safe manner. • Used tissues must be immediately disposed of. • Catch it, bin it, kill it approach must be continuously promoted. • Waste bins emptied as necessary throughout the day. • Pedal bins to replace original bins as appropriate • Where a child or staff member shows symptoms all cloths, mops and PPE used must be double bagged, labelled with date and stored in external waste bin for 72 hrs before leaving site. 	4 3	1 2	4 6
Contaminated laundry	C Ca S	4 3	1 2	4 6	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • All items within the setting requiring laundering washed in line with NHS laundry guidelines. • Laundry baskets cleaned and sanitised between each use. • Items such as towels, flannels and bedding must not be shared by children between laundering. 	4 3	1 1	4 3
PPE	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • PPE worn as normal for nappy changing and administration of first aid. • Gloves provided for staff members to use for individual tasks should they feel this is needed. • Full PPE must be worn by staff member if with a child who is showing symptoms while waiting for carer to collect them. 	4 3	1 2	4 6

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Building	C Ca S	4 3	1 2	4 6	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • Windows open wherever possible to ensure proper ventilation. • Lift must not be used unless essential. 	4 3	1 1	4 3
Communal Areas	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • Alcohol gel provided throughout the building and entrances to all rooms • Touch points sanitised regularly throughout the day. • Staff must adhere to social distancing at all times when using the office and staff room. 	4 3	1 2	4 6
Supplies	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • Regular stock checks carried out by estates team. • Supplies of PPE, cleaning materials and hand sanitisers stored within each group's area out of reach of children. • Difficulties acquiring essential supplies for infection control will result temporary closure until supplies acquired. 	4 3	1 2	4 6
Suspected COVID-19	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • Posters regarding symptoms and PPE displayed for reinforcement. • Children or staff displaying symptoms must go home immediately. • Children or staff displaying symptoms will not return until negative test result or isolation period completed. • While waiting collection, children displaying symptoms will be isolated, with any siblings in a well ventilated area and collected immediately. • Resources that have been used that day within the child's group must be removed for cleaning and sanitising immediately. • The staff member supervising the child during this time should be a staff member from their group. • Staff member supervising isolated child should wear PPE provided • PPE should be properly put on and removed as per guidance. 	4 3	1 2	4 6

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					<ul style="list-style-type: none"> • If clinical advice is needed, the setting staff or carer should call 111 or 999 dependant on concern. • Following collection, the area should be thoroughly cleaned by staff member in PPE. • Cloths used must be double bagged with PPE and kept in external waste bin for 72 hours before being placed in normal waste collection. • Mops and buckets used must be soaked in a bleach solution. • Waste bin for this purpose is outside of the building, away from children's access and clearly labelled. • If a child or staff member, displaying symptoms, uses the bathroom before leaving the building the bathroom should be cleaned and sanitised before being used by anyone else. PPE should be worn while doing this. • If a child or member of staff tests positive, the rest of their group at the setting will be sent home and advised to self-isolate for 14 days. • Any positive case reported to Public Health England. 			
Positive case of COVID-19	C	4 3	2 3	8 9	<ul style="list-style-type: none"> • Whole group of children and staff and any close contacts must isolate as advised by PHE • Case reported to PHE and OFSTED. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12		4 3	1 2	4 6
New admissions	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Where possible, discussions regarding admissions will be done over the phone. • Carers entering the nursery for the purpose of settling in a new child or in an emergency must sanitise hands, wear a face covering and socially distance from other children and staff members. 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • Carers settling in new children will be kept to minimum length of time (1hr max), while also ensuring well being of child. 	4 3	1 2	4 6
Visitors	C	4 3	1 3	4 9	<ul style="list-style-type: none"> • Attendance in the setting restricted to children and staff as far as practically possible. • Essential visits (e.g. maintenance) made outside of the nursery operational hours where possible. • A record will be kept of all visitors to the setting 	4 3	1 2	4 6
	Ca S	4 3	2 4	8 12	<ul style="list-style-type: none"> • Prospective parents will be shown the setting through social media or invited to view the nursery before 8.30am or after 4.45pm and will be expected to wear face coverings. 	4 3	1 2	4 6
Staff Shortage due to illness or isolation requirements	C	3	2	6	<ul style="list-style-type: none"> • Individual circumstances risk assessed. • Groups closed or reduced as necessary and nursery places prioritised. • Liaise with local authority to access alternative provision or staff. 	3	2	6

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