

RISK ASSESSMENT

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| Name of person who carried out the RA: Suzanne Charlesworth | Date RA carried out: 25 th May 2020 | | | | |
| Work activity or premises area assessed: Coronavirus - risks associated with coronavirus (COVID-19) | Date RA was reviewed: 5 th June 2020 or when the latest government and public health guidance is released. | | | | |
| | Updated on: | | | | |
| | 01/06/2020 | 03/08/2020 | 04/09/2020 | 30/10/2020 | |
| | 02/06/2020 | 20/08/2020 | 06/09/2020 | 03/13/2020 | |
| | 03/06/2020 | 01/09/2020 | 08/09/2020 | | |
| | 08/06/2020 | 01/09/2020 | 29/09/2020 | | |
| | 03/07/2020 | 01/09/2020 | 13/10/2020 | | |
| The following statutory guidance and government guidance, HSE, PHE and NHS guidance is being adhered by Kamelia Kids, in addition to this risk assessment. | Guidance links | | | | |
| Updated 03/11/2020 Coronavirus (COVID-19) - Home page for all guidance | https://www.gov.uk/coronavirus | | | | |
| Planning guide for early years and childcare settings | https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings | | | | |
| Updated 22/09/2020 Actions for early years and childcare providers during the coronavirus outbreak | https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures | | | | |
| Coronavirus (COVID-19): implementing protective measures in education and childcare settings | 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 | | | | |
| Updated 04/09/2020 Statutory Guidance Early years foundation stage: coronavirus disapplications | https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications | | | | |
| Updated 08/09/2020 PHE South East Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID-19 | http://www2.westsussex.gov.uk/Public_Health/Managing_Suspected_and_Confirmed_COVID-19_cases_Childcare_Educational_Settings.pdf | | | | |
| Updated 20/08/2020 | https://www.westsussex.gov.uk/media/14432/local_outbreak_control_plan.pdf | | | | |

RISK ASSESSMENT

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| Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak | https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak |
| Updated 30/10/2020 What parents and carers need to know about early years providers, schools and colleges in the autumn term | https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term#self-isolation |
| Updated 06/09/2020 West Sussex County Council has now published a <u>Local Outbreak Control Plan</u> with sections 6.13 and 6.14 being most relevant for early years settings. There is a <u>separate document of Appendices</u> with Appendix 1.3 also relating to the sector. | https://www.westsussex.gov.uk/media/14431/local_outbreak_control_plan_appendices.pdf |
| Updated 06/09/2020 Government guidance - COVID-19 contain framework: a guide for local decision-makers. Annex 3 covers the actions that may be taken that would impact on childcare. The document describes the four levels or 'tiers' of local lockdown, from tier 1-4. Only under tier 4 would settings be asked to close for all but key worker children and vulnerable children. | https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction |
| Updated 06/09/2020 PHE guidance - COVID-19 early outbreak management | https://ndna.informz.ca/NDNA/data/images/Documents/Coronavirus/2020.01.09_A4ActionCard_Early-Years-settings.pdf |
| Updated 06/09/2020 HSE guidance - Working safely during the coronavirus (COVID-19) outbreak | https://www.hse.gov.uk/coronavirus/working-safely/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=working-safely&utm_content=home-page-popular |
| Updated 08/09/2020 PHE South East Educational Settings Working Group COVID-19 Resource Pack for Educational Settings | http://www2.westsussex.gov.uk/early_years_and_childcare/c19/managing_confirmed_c19_EYC.pdf |
| Updated 08/09/2020 What to do if a child is displaying symptoms of coronavirus (COVID-19) | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915589/Symptomatic_children_action_list_EARLY_YEARS.pdf |
| Updated 13/10/2020 Safe working in education childcare and children's social care/safe-working in education childcare and children's social care settings including the use of personal protective equipment PPE | https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe |

RISK ASSESSMENT

Updated 03/11/2020

New National Restrictions from 5 November

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november#contents>

The risk assessment sits alongside our Coronavirus Policy and existing Policy and Procedures. This risk assessment outlines the required actions that should be taken to protect employees, children, and their families/ carers and visitors from a potential coronavirus infection.

| Area Description | HAZARD Who may be harmed and how | Control Measures Already in Place | Risk Level (H-M-L) | Further Action Required | Person Responsible |
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| Staff | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) Share this risk assessment - ongoingly - with the team so they understand the risks in nursery and gain their ideas about anything that they would like to be added. 2) When staff return to the nursery make sure they are fully inducted into the risk assessment. 3) Staff should only attend the nursery if they are symptom free, having completed the required isolation period or achieved a negative test result. 4) Nursery Manager and or Deputy Nursery Manager will risk assess the health and well-being for returning staff. 5) Staff in the nursery is based on those required to care for the expected occupancy levels each day. 6) Wherever possible room staff should remain with the children in their base room. 7) Emergency revisions to the EYFS provides some flexibility on ratios and qualifications - this will only be applied in extreme circumstances. 8) Meetings to be conducted through virtual conferencing and phone calls/ conference calls. 9) Staff must wear clean uniform. This is to mitigate the transmission of the coronavirus. | M | <p>Taking temperatures: Settings do not need to take children's temperatures every morning or throughout the day. Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus. There is no need for anything other than normal personal hygiene and washing of clothes following a day in a childcare setting.</p> <p>Anyone who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work unless they have tested negative for coronavirus.</p> <p>Updated 03/08/2020</p> | All employees of Kamelia Kids |

RISK ASSESSMENT

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| | | <p>Updated 08/09/2020</p> <p>10) All staff returning from a country where quarantine is required will be expected to do so. Once their quarantine period is completed you can return to work. Note, only the people who are returning from abroad need to isolate, not the whole household. The requirement to isolate depends on the published guidance at the time the person re-enters the UK.</p> | | <p>From 30 July 2020, if someone has coronavirus symptoms, or tests positive, they will need to self-isolate for 10 days and not the seven as before. This is in line with the World Health Organisation guidance. Evidence shows that people with COVID-19 have a low but real possibility of remaining infectious between seven and nine days after falling ill.</p> <p>If the test results reveal that the individual has contracted COVID-19, action will be taken, and a decision will be made on when they can return to work. Ensure that the results are communicated to the Nursery Manager.</p> <p>If staff require additional uniform - depending on our supplies - please see Suzanne and or Amii</p> | |
| Children | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i></p> | <ol style="list-style-type: none"> 1) Only children who are symptom free or have completed the required isolation period should attend or achieved a negative test result. 2) Lead Practitioners will risk assess the health and well-being for returning children. 3) Children should wear a clean set of clothes each day into nursery. 4) Nursery will provide sun hats. | M | <p>Taking temperatures: Settings do not need to take children's temperatures every morning or throughout the day.</p> <p>Public Health England's guidance is that routine testing of an individual's temperature is not a</p> | <p>All Room employees of Kamelia Kids</p> <p>Parents</p> |

RISK ASSESSMENT

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| | <p>Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 5) Spare clothes should remain in the nursery in a named bag - not plastic carrier bag - and left at nursery. 6) Staff will request replacement clothing as required. 7) Soiled or wet clothing will be place in a nappy sack. 8) Children can bring a comforter into nursery - these maybe washed in nursery i.e. muslin cloth. NO soft toys or toys from home. This is in place to minimise items from home to nursery and home again. 9) Sun cream will be applied by the nursery staff wearing a fresh pair of gloves per child. <p>Updated 08/09/2020</p> <ol style="list-style-type: none"> 10) All children returning from a country where quarantine is required will be expected to do so. Once their quarantine period is completed you can return to work. Note, only the people who are returning from abroad need to isolate, not the whole household. The requirement to isolate depends on the published guidance at the time the person re-enters the UK. 11) Settling in - parents are in attendance, social distancing between parents and staff is encouraged and face masks must be worn by parents. | <p>reliable method for identifying coronavirus. There is no need for anything other than normal personal hygiene and washing of clothes following a day in a childcare setting.</p> <p>Parents worried about symptoms should use the NHS 111, and or NHS online.</p> <p>Testing is now available for all with symptoms. Where there are symptoms, parents/ carers are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to the Nursery Manager.</p> <p>If the test results reveal that the child has contracted COVID-19, please notify the Nursery Manager.</p> <p>Clothing will be staying in the nursery to mitigate the transmission of the coronavirus.</p> <p>Updated 08/09/2020 Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff</p> | |
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RISK ASSESSMENT

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| | | | | member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels. | |
| <p>Updated 29/09/2020</p> <p>SEND Children</p> | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>1) Care will be needed in supporting children with SEND to return to nursery: consider social, emotional, and mental health needs and progress with learning and development or missed diagnosis because of a period of absence.</p> | | <p>Updated 13/10/2020</p> <p>Tracheostomy care: Care staff performing AGPs should follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is: a FFP2/3 respirator, gloves, a long-sleeved fluid repellent gown, eye protection.</p> <p>The respirator required for AGPs must be fitted by someone trained to do so. This is known as 'fit testing'.</p> <p>Children and young people should be taken from the classroom or shared area for any AGP to be carried out in a designated room - Primrose - with the doors closed and any windows open, individual risk assessments should be carried out. In all instances, efforts should be made to:</p> | <p>SENDCO</p> <p>Assistant SENDCO</p> <p>All Room employees of Kamelia Kids</p> <p>Parents</p> <p>Carers</p> |

RISK ASSESSMENT

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| | | | <ul style="list-style-type: none"> ▪ ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room ▪ minimise clutter to make the process of cleaning the room as straightforward as possible ▪ clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. ▪ Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour <p>Updated 30/10/2020</p> <p>Shielding</p> <p>The UK Chief Medical Officers have issued a statement on schools and childcare reopening which states that there is a very low rate of severe disease in children from coronavirus (COVID-19). New advice for those identified through a letter from the NHS, or a specialist doctor, as being in the clinically extremely</p> | |
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RISK ASSESSMENT

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| | | | <p>vulnerable group (shielding list) was published on 13 October. This includes advice on the additional measures these individuals can take tailored to the relevant local COVID alert level in their area.</p> <p>It states that all children and young people should return to school or college at all local COVID alert levels, including if they:</p> <ul style="list-style-type: none"> ▪ are clinically extremely vulnerable (unless they are one of the very small number of pupils under paediatric care (such as recent transplant or very immunosuppressed children) who have been advised specifically by their GP or clinician not to attend school) ▪ have family members or people in their household who are clinically extremely vulnerable <p>In the future, the government will only reintroduce formal restrictive shielding advice in</p> | |
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RISK ASSESSMENT

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| | | | | exceptional circumstances in specific local areas at very high alert level. The government will write to families separately to inform them if this is the case and they are advised to follow formal shielding. | |
| <p>Updated 03/11/2020</p> <p>Protecting people more at risk from coronavirus</p> | <p><i>Who:</i> Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus.</p> <p>You:</p> <ul style="list-style-type: none"> ▪ should be especially careful to follow the rules and minimise your contacts with others ▪ should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace <p>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> ▪ aged 70 or over (regardless of medical conditions) ▪ under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): <ul style="list-style-type: none"> ○ chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis ○ chronic heart disease, such as heart failure ○ chronic kidney disease ○ chronic liver disease, such as hepatitis | H | <p>Individual staff will have a risk assessment in place and a Health Care Plan on file</p> <p>There is a further group of people who are defined, also on medical grounds, as <u>clinically extremely vulnerable</u> to coronavirus - that is, people with specific serious health conditions. Over this period, we are advising the CEV to work from home. If you cannot work from home, you are advised not to go to work and may be eligible for Statutory Sick Pay (SSP) or</p> | <p>All employees of Kamelia Kids</p> <p>Parents</p> <p>Carers</p> |

RISK ASSESSMENT

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| | | <ul style="list-style-type: none"> ○ chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy ○ diabetes ○ a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) ○ being seriously overweight (a body mass index (BMI) of 40 or above) <ul style="list-style-type: none"> ▪ pregnant | | Employment Support Allowance (ESA). You are encouraged to stay at home as much as possible but are encouraged to go outside for exercise. The full new guidance will be published on Monday 2 November and the Government will write to everybody who is clinically extremely vulnerable to set out detailed advice while the new restrictions are in place. Current advice is in place at each local COVID alert level . | |
| Updated 08/09/2020 Wraparound care | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) ‘Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently.’ 2) Parents are reminded that children should attend one provider where possible. However, this may not be possible in some circumstances and it is permissible for a child to attend more than one setting - this MUST be agreed with the Nursery Manager of both settings. | M | <p>Updated 08/09/2020</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school setting during the coronavirus (COVID-19) outbreak</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak.</p> | |
| Parents | <p><i>Who:</i> Children</p> | <ol style="list-style-type: none"> 1) Only <i>one</i> parent/ carers who are symptom free and or have completed the required isolation | M | Share this risk assessment with parents/ carers and ask them if | All Room employees of Kamelia Kids |

RISK ASSESSMENT

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| | <p>Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>periods or achieved a negative test result will be able to drop off or collect their child/ren.</p> <p>2) Only <i>one</i> parent/ carer who are settling in children will access to the nursery.</p> <p>3) Parents will be required to complete an 'All About Me' for returning children. This is to support staff knowing about any changes and or developments in the child and to aid transitions and emotional well-being into the nursery. Updated 29/09/2020</p> <p>4) Parents visiting and settling in children, MUST always wear a mask, except if they are exempt - proof must be shown to the Nursery Manager</p> | | <p>they feel anything need to be added.</p> <p>In exceptional circumstances if a child is in distress parent/ carer can enter further into the nursery.</p> <p>To minimise contact between groups of children and staff, children should attend just one setting wherever possible and parents and carers should be encouraged to minimise as far as possible the number of education and childcare settings their child attends.</p> | <p>Nursery Manager</p> <p>Nursery Office Administrator</p> <p>Parents</p> |
| Drop off/ collection | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>1) Only one parent/ carer can drop off/ collect from our main entrance for Daisy and Poppy.</p> <p>2) Only one parent/ carer can drop off/ collect from Wildlife and Beach Garden is for Bluebells. <i>There will be no further access into the nursery.</i></p> <p>3) Where possible we will stagger these times.</p> <p>4) 2m social distancing will be practiced and maintained when parents are waiting to drop off or collect their child/ren, following the hazard tape markings and signage.</p> <p>5) The main arrival entrance has measures in place to minimise contact between parents and other children and staff members. One parent at a time.</p> <p>6) Staff to wait until main entrance is clear of parents when dropping off or picking up before</p> | H | <p>If appropriate Bluebells SEND children will use main entrance - Parents to liaise with SENDCo and Lead Practitioner of Bluebells.</p> <p>Updated 03/06/2020 Parent and Carers will not access the building - unless this is for a confidential conversation. Staff will store and return buggies for parents.</p> <p>Updated 08/09/2020 West Park Primary School has in place for year 5 and 6 a start of day 8.25am and end of day at</p> | <p>All employees of Kamelia Kids</p> <p>Parents</p> |

RISK ASSESSMENT

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| | | passing through from Poppy/Daisy end to Bluebell and vice versa. | | 2.45pm. The school has asked parents not to park in Wellesley Avenue, or to walk in the road and to maintain social distancing. | |
| Social Distancing | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) Care routines including provision of meals, nappy changing, and toileting will be within the space allocated to each room wherever possible. 2) Children will be spaced at mealtimes and where possible throughout the session. 3) The use of communal internal spaces will be restricted as much as possible i.e. soft play used by Bluebells, Messy room Poppy/ Daisy. 4) In the sleep room distancing of the beds/cots is in place. 5) 2 metre - social distancing must be maintained during staff breaks. This is in place through staggering the breaks where possible. 6) Staff to avoid any physical contact including handshakes, hugs etc with other staff, parents, carers. 7) Staff to keep physical contact with children to the minimum i.e. personal care routines and comforting. 8) Staff to wait until main entrance is clear before passing through from Poppy/Daisy end to Bluebell and vice versa. | M | <p>It is vital for children's well-being that staff provide 'professional love', whilst observing safe measures to protect one another.</p> <p>https://www.eymatters.co.uk/early-years-professional-love/</p> <p>Updated 29/09/2020 Social distancing to be maintained always, preferable 2 metre, especially when on the 'school run' and wear a mask.</p> | All employees of Kamelia Kids |
| Updated 30/10/2020 Face Masks | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> | <ol style="list-style-type: none"> 1) The government is not recommending universal use of face coverings in early years education and care settings because the system of controls, applicable to all education and childcare environments, provides additional mitigating measures. PHE advises that for | | <p>When working with children: Based on current evidence and the measures that early years settings are already putting in place, face coverings are not necessary when adults are</p> | All employees of Kamelia Kids |

RISK ASSESSMENT

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| | <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>health and safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development.</p> <ol style="list-style-type: none"> 2) Nursery staff on 'school run' are required to wear a face mask. 3) Parents visiting and settling in children, contractors and professional visiting MUST always wear a mask, except if they are exempt - proof must be shown to the Nursery Manager. 4) Face mask must be disposed of safely in the yellow sacks. 5) Parents/ carers dropping off and collecting children are required to wear face masks. 6) Staff taking in children and carrying out handover are required to wear facemasks. 7) If you have a disability lanyard that exempts wearing facemasks, these must be worn. | | <p>interacting with children, even where social distancing is not possible. Face coverings may have a negative impact on interactions between staff and children, and their use when interacting with children in this setting should be avoided.</p> | |
| <p>Exposure to Covid-19</p> <p>Ill Health staff and children</p> | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> | <ol style="list-style-type: none"> 1) If a child becomes unwell - take child to one of the designated isolation areas i.e. Parents Room for Daisy and Poppy and Group room for Bluebell. 2) Staff to wear apron/mask, goggles, and gloves and or if unable to wear all or some of the PPE stay 2 metres apart. 3) Parents will be contacted and required to collect their child immediately. 4) Same process applies to staff members if they become unwell. | M | <p>Eye protection to be worn if exposure to coughing/ spitting</p> <p>Updated 03/08/2020 From 30 July, if someone has coronavirus symptoms, or tests positive, they will need to self-isolate for 10 days and not the seven as before. This is in line with the World Health Organisation guidance. Evidence</p> | <p>All employees of Kamelia Kids</p> |

RISK ASSESSMENT

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| | <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 5) The room will be thoroughly cleaned and disinfected. 6) PPE disposed of in yellow bags and bin. 7) Once symptomatic, all surfaces that the child/ staff member came into significant contact with must be cleaned and disinfected. 8) All surfaces and objects which are visibly contaminated with body fluids and potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. 9) Communal areas where a symptomatic child/ staff has passed through and spent minimal time in i.e. such as corridors which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. 10) Parents and staff will be informed that there is a suspected case of Covid -19. | <p>shows that people with COVID-19 have a low but real possibility of remaining infectious between seven and nine days after falling ill.</p> <p>Updated 13/10/2020 How to respond if anyone within the setting is suspected or confirmed to have coronavirus (COVID-19) - Nursery Manager or Deputy to call the DfE coronavirus helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Settings will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required, the adviser will escalate the setting's call to the PHE local health protection team.</p> <p>Nursery staff are 'essential workers' and have priority access to testing, this will ensure that we can take swift action with</p> | |
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RISK ASSESSMENT

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| | | | <p>person who have been in close contact with the person who has tested positive to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Updated 30/10/2020 Self-isolation - A small number of children and young people may be unable to attend in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> ▪ have had symptoms or a positive test result themselves ▪ live with someone who has symptoms or has tested positive ▪ are a close contact of someone who has coronavirus (COVID-19) and are requested to do so by NHS Test and Trace or the PHE advice service <p>If your child is identified as a close contact of someone who has tested positive for</p> | |
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RISK ASSESSMENT

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| | | | | <p>coronavirus (COVID-19) and is asked to self-isolate, you and other members of your household (including any other children in the same school) do not need to self-isolate unless your child, who is self-isolating, subsequently develops symptoms.</p> <p>If your child has been a close contact of someone who has tested positive, and subsequently develops symptoms but has a negative test result, they will still need to self-isolate for the full 14 days.</p> | |
| Emergency contact details and procedures | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) Parents/ Carers to provide up to date contact details to Nursery Office Administrator. N.B. ensure that it is not an individual shielding. 2) Staff to provide up to date contact / emergency details to Nursery Manager. N.B. ensure that it is not an individual shielding. 3) Staff to provide up to date Health Care Plan to Nursery Manager. 4) Emergency evacuation procedures apply, as per our Fire policy and our assembly point is unchanged. | L | <p>SENDCo will be in contact with SEND children parents/ carers and those with HCP to agree individual safety plans.</p> <p>In the event of an evacuation social distancing will continue by staying in room groups 2 metre apart.</p> | <p>All employees of Kamelia Kids</p> <p>Nursery Office Administrator Parents</p> |

RISK ASSESSMENT

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| Handwashing | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) Handwashing posters in toilets for children are in place to encourage hand hygiene and how to do it. 2) Staff will supervise/ role model how to do it with children. 3) All children and staff must wash their hands upon arrival at the nursery and regularly throughout the day. 4) Children are actively encouraged to avoid touching their face. 5) Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular handwashing and sneezing into a tissue and disposing of the tissue in a lidded bin. | M | <p>Updated 29/09/2020 Nursery staff emailed to remind about the vital importance of good hand and respiratory hygiene and the 'catch it, bin it, kill it' approach.</p> | All employees of Kamelia Kids |
| Cleaning | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) An enhanced cleaning schedule has been implemented with our cleaning providers, includes nightly all high touch surfaces. 2) Staff are cleaning daily the furniture, surfaces and children's toys and equipment - using disinfectant a few times a day on all high touch surfaces and before and after meals. 3) Communal surfaces and areas - door handles, toilets, kitchens, touch points and hand washing facilities are cleaned and sanitized regularly throughout the day by staff and the cleaners. | M | <p>Updated 01/09/2020 Cleaning schedule updated and implemented for rooms and offices.</p> | All employees of Kamelia Kids |
| Waste disposal | <p><i>Who:</i> Children Parents/ Carers Staff</p> | <ol style="list-style-type: none"> 1) All waste must be disposed of in a hygienic and in safe manner daily i.e. food waste, nappies. 2) Tissues and paper hand towels must be immediately disposed of in a lidded bin, | M | Safe place is in the backyard, to right of the portacabin in a silver lidded box. | All employees of Kamelia Kids |

RISK ASSESSMENT

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| | <p>Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>preferably foot operated and emptied regularly through the day.</p> <p>3) All waste that has been in contact with a suspected child/ staff member, including used tissues, and masks if used, should be put in a black bin bag, and tied. The bag should then be placed in a second yellow bag and tied. It should be put in the safe place and marked for storage until the Covid 19 test result is available.</p> <p>4) If the individual tests negative, this bag can be put in the yellow waste.</p> <p>5) Should the test be positive, the current government guidelines will provide instructions about what to do with the waste.</p> | | | |
| Laundry | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>1) All items within the nursery requiring laundering must be washed in line with NHS laundry guidelines - 60-degree wash.</p> <p>2) Items such as towels, flannels and bedding will not be shared by children.</p> | L | | All employees of Kamelia Kids |
| Rooms, communal rooms, and outdoor spaces | <p><i>Who:</i> Children Parents/ Carers Staff</p> | <p>1) Keep group sizes to a maximum of 8 children, while adhering to EYFS ratios. Providers are expected to ensure that there are no more than 16 children in a group in early years settings.</p> | M | Children are usually organised into their rooms. At Kamelia Kids we have 3 rooms, plus a sleep room, a messy room, a soft playroom, 2 sensory rooms and 2 | All employees of Kamelia Kids |

RISK ASSESSMENT

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| | <p>Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>2) Wherever possible these rooms will not mix during the day.</p> <p>3) Indoor space requirements:</p> <ul style="list-style-type: none"> ▪ children under 2 years need 3.5 metres squared per child ▪ 2-year olds need 2.5 metres squared per child ▪ children aged 3 to 5 years need 2.3 metres squared per child <p>Updated 03/07/2020 From 20 July, early years settings will no longer be required to keep children in small, consistent groups within settings. We will continue to minimise mixing within the nursery, using our three main rooms and different, keeping those groups apart as much as possible. All other protective measures must remain in place.</p> | | <p>large gardens that will enable us to plan for the children to be organised in small groups throughout the setting.</p> <p>If demand for places is higher than capacity, we will prioritise vulnerable children and children of critical workers, then 3- and 4-year olds, in particular those who will be transitioning to reception in September, followed by younger age groups.</p> | |
| <p>Ventilation</p> | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>1) Indoor offices, rooms are to be kept well ventilated in good weather - leaving windows and doors open where possible.</p> <p>Updated 29/09/2020</p> <p>2) In colder, wet weather ventilation is still required with windows being left open.</p> <p>3) Priorities must consider the fire safety/safeguarding of the children and staff.</p> | <p>L</p> | <p>Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors.</p> <p>Updated 30/10/2020 Heating and Ventilation While maintaining a comfortable temperature, the DfE Coronavirus helpline confirmed the following measures should be used as appropriate:</p> <ul style="list-style-type: none"> ▪ opening high level windows in preference to low level to reduce draughts | <p>All employees of Kamelia Kids</p> |

RISK ASSESSMENT

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| | | | | <ul style="list-style-type: none"> ▪ increasing the ventilation while spaces are unoccupied ▪ providing flexibility to allow additional, suitable indoor clothing ▪ rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Although, at the time of writing this, the Early Years and Childcare guidance does not include this, the DfE have updated the guidance on full opening: schools to include information on heating and ventilation in schools which you may find useful to refer to.</p> | |
| Supply of PPE | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> | <ol style="list-style-type: none"> 1) Government guidance is that PPE is not required for general use in early years' settings to protect against COVID-19 transmission. 2) PPE should continue to be worn as normal i.e. children/staff -paper hand towels; Staff - gloves and aprons. 3) We will ensure there is enough to meet all children's and staff needs. 4) Masks are not a requirement. The benefits are shown to be for those around the person wearing them to stop the travel distance of coughs/sneezes. | L | <p>If staff would prefer to wear a mask including home-made, agree the type with the Nursery Manager.</p> <p>Staff to be trained in infection control i.e. how to take off PPE and dispose of.</p> | <p>All employees of Kamelia Kids</p> <p>Nursery Office Administrator</p> <p>Nursery Manager</p> |

RISK ASSESSMENT

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| | Contact with persons who may have been exposed to coronavirus | | | | |
| Activities/ toys/ resources | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>Updated 08/09/2020</p> <ol style="list-style-type: none"> 1) All activities are risk assessed and due consideration is being given to any adaptations to usual practice. 2) The suspension of learning materials which are not easily washable such malleable materials is now in place, i.e. playdough, sand inside. 3) Sand and water play outside only, to be accessed by single room use. 4) Sand changed weekly. 5) Water changed throughout the day. 6) Staff are washing the resources/ equipment daily. 7) Remove unnecessary items from learning environments. 8) Resources shared between rooms should be cleaned frequently and meticulously between uses or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). | M | <p>Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts.</p> <p>Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> | All employees of Kamelia Kids |
| Kitchen | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> | <ol style="list-style-type: none"> 1) Follow Safer Food Better Businesses (SFBB) guidance procedures for operation and cleaning. | L | | <p>All employees of Kamelia Kids</p> <p>Leilah</p> |

RISK ASSESSMENT

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| | Contact with persons who may have been exposed to coronavirus | | | | |
| Food and drink | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) No sharing of food. 2) Staff and children's water bottles to be returned home daily to be cleaned. If a bottle is not provided, we will use our supply of cups/ beakers. 3) Staff and children's lunches to be brought in a named sandwich bags - these will be binned or lunch bag/ plastic container. No food returned home. This is in place to minimise items from home to nursery and home again. 4) Breakfast cereals to be stored in plastic containers - access by staff only. | L | <p>Water bottles and lunch containers will be staying in the nursery to mitigate the transmission of the coronavirus.</p> <p>Updated 30/10/2020 Zebedee's Covid Policy: In line with our Covid Policy we would like to reassure you that all of our staff, including drivers, chefs and administration staff, continue to observe the social distancing and additional safety procedures that we put into place earlier this year. All staff are provided with the appropriate PPE - for drivers this includes face masks, gloves, hand gel and surface sanitiser for use in between stops. All vehicles are also thoroughly cleaned before departure and upon return to our unit. Our drivers will deliver to the nursery door and will not enter the nursery premises. We therefore kindly ask that nursery staff have empty boxes ready for collection at the door each day.</p> | All employees of Kamelia Kids |

RISK ASSESSMENT

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| <p>Transport, travel, and car park</p> | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) Wherever possible staff and parents should travel to the nursery alone, using their own transport. 2) If public transport is necessary, current guidance on the use of public transport must be followed. 3) Where possible parents/ carers are encouraged not leave travel accessories including buggies, car seats, scooters in the nursery indoor buggy areas, only if necessary. 4) The two nursery car parks are cordoned off with barriers - access only for staff and blue badge holders. 5) Cones, hazard tape and signs are in place to aid social distancing. 6) Children will continue to arrive and be collected at staggered times to reduce contact. | <p>M</p> | <p>West Park School is using the gate in Wellesley Avenue from 8.25am and at 2.45pm. This is to ensure school children are arriving and leaving in small groups. School parents have been asked not to park in Wellesley Avenue.</p> | <p>All employees of Kamelia Kids</p> |
| <p>COSSH</p> | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> <p>Ingesting, absorption, and inhaling</p> | <ol style="list-style-type: none"> 1) Ensure D10 is used on all surfaces - follow cleaning/ infection control. 2) All cleaning products to be stored under counters away from food. 3) Comply with safety data sheet | <p>L</p> | | <p>All employees of Kamelia Kids</p> |

RISK ASSESSMENT

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| <p>RIDDOR</p> <p>Updated 29/09/2020</p> <p>Reporting to DfE</p> | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <p>1) Follow RIDDOR reporting of COVID-19.</p> <p>2) You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ol style="list-style-type: none"> a. an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. b. a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. c. a worker dies because of occupational exposure to coronavirus. | <p>L</p> | <p>Follow - https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p> <p>As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise settings on the most appropriate action to take. In some cases, a larger group may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Updated 29/09/2020</p> <p>Reporting confirmed cases:</p> <ul style="list-style-type: none"> • In the event of confirmed positive cases remains the DfE number 0800 046 8687, selecting option 1. • In accordance with the DfE Guidance and to enable us to monitor the situation, we are asking settings to please also inform WSCC about confirmed COVID-19 cases | <p>All employees of Kamelia Kids</p> |
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| | | | | using the family.info.service@westsussex.gov.uk mailbox (after contacting the above number). | |
| Vulnerable adults/ children | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) Staff that are shielding must not return to work until guidance from PHE/ Doctor. 2) Children or their family members that are shielding must not return to work until guidance from PHE/ Doctor. 3) Nursery to keep in regular contact with parents of vulnerable, report concerns to relevant service. 4) Designated Safeguarding Lead to always be in nursery. 5) SENDCo and Assistant SENDCO to be available for staff, families, and children. | H | <p>Updated 02/06/2020 For children with SEND returning to your setting, please use this guidance to support you in your planning. The guidance includes information about updating your risk assessments, planning a phased return and some FAQs.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</p> | <p>All employees of Kamelia Kids</p> <p>Parents</p> |
| Operational | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) The risk assessment should be displayed on our website. 2) The risk assessment must be review and updated regularly. 3) The risk assessment to be shared with the Trustees, staff, and parents/ carers. 4) Staff who are paediatric first aid must be in each group/ room. | L | In the event of a major incident the MICAP will be put into action. | All employees of Kamelia Kids |

RISK ASSESSMENT

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| <p>Visitors & Professionals</p> | <p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i> Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> 1) Attendance to the nursery is restricted to children and staff. 2) Visitors and professionals are not be permitted to the nursery unless essential i.e. building maintenance. 3) All visitors and professional are required to complete a health questionnaire on arrival. <i>Updated 08/09/2020</i> 4) Essential professionals such as social workers, speech and language therapists, or professionals to attend the setting as required. If they need to attend in person, they should closely follow the protective measures in the setting, and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained. <i>Updated 22/09/2020</i> 5) Contractors and professional visiting MUST always wear a mask, except if they are exempt - proof must be shown to the Nursery Manager. They are responsible for safely disposing the mask. 6) Southern Bookbus staff will be required to sign in, complete a health questionnaire on arrival, and must wash hands. Masks do not need to be worn. The story time will be spent in the garden, weather permitting, or in the Willow room. 7) Nursery staff can enter the Bookbus one at a time to select books and must follow their guidance. | <p>L</p> | <p>Where essential visits are required i.e. maintenance these are made outside of the usual nursery operational hours where possible.</p> <p><i>Updated 03/06/2020</i> Unless it is deemed essential parents/ cares will not be permitted into the nursery.</p> <p><i>Updated 08/06/2020</i> Prospective parents visiting/ settling a child into the nursery will need to follow our guidance:</p> <ul style="list-style-type: none"> ▪ Complete a health questionnaire on arrival. ▪ Follow our hand hygiene practices. ▪ Where possible do not touch doors/ furniture. ▪ Only one parent/ carer can visit and attend the settle. ▪ Prospective parents are shown around after 4.30pm. ▪ Prospective parents will be shown main room and can view entire nursery via virtual tour. ▪ Each room will have, where possible a range of toys/resources for the settling child. These will be cleaned afterwards. | <p>All employees of Kamelia Kids</p> |
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| | | | | <ul style="list-style-type: none"> Where possible settling in the garden for most of the time. | |
| Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus | <p>Who: Children Parents/ Carers Staff Visitors</p> <p>How: Contact with persons suffering from coronavirus Contact with persons who may have been exposed to coronavirus</p> | <ol style="list-style-type: none"> All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post from specified areas. Kitchen staff to maintain good hygiene in line with Safer Food Better Business (SFBB). | L | | All employees of Kamelia Kids |

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| Nursery Managers Signature: <i>Suzanne Charlesworth</i> | Date: 29.09/2020 |
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