

RISK ASSESSMENT

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) and includes the 'System of controls' This is the set of actions early years settings must take. They are grouped into prevention and response to any infection.	Date RA was reviewed: 5 th June 2020 or when the latest government and public health guidance is released. Updated on: <table border="1" data-bbox="1093 459 2154 635"> <tr> <td>01/06/2020</td> <td>03/08/2020</td> <td>04/09/2020</td> <td>30/10/2020</td> <td>11/01/2021</td> </tr> <tr> <td>02/06/2020</td> <td>20/08/2020</td> <td>06/09/2020</td> <td>03/11/2020</td> <td>15/03/2021</td> </tr> <tr> <td>03/06/2020</td> <td>01/09/2020</td> <td>08/09/2020</td> <td>27/11/2020</td> <td>19/03/2021</td> </tr> <tr> <td>08/06/2020</td> <td>01/09/2020</td> <td>29/09/2020</td> <td>05/01/2021</td> <td>13/04/2021</td> </tr> <tr> <td>03/07/2020</td> <td>01/09/2020</td> <td>13/10/2020</td> <td>08/01/2021</td> <td>15/05/2021</td> </tr> </table>					01/06/2020	03/08/2020	04/09/2020	30/10/2020	11/01/2021	02/06/2020	20/08/2020	06/09/2020	03/11/2020	15/03/2021	03/06/2020	01/09/2020	08/09/2020	27/11/2020	19/03/2021	08/06/2020	01/09/2020	29/09/2020	05/01/2021	13/04/2021	03/07/2020	01/09/2020	13/10/2020	08/01/2021	15/05/2021
01/06/2020	03/08/2020	04/09/2020	30/10/2020	11/01/2021																										
02/06/2020	20/08/2020	06/09/2020	03/11/2020	15/03/2021																										
03/06/2020	01/09/2020	08/09/2020	27/11/2020	19/03/2021																										
08/06/2020	01/09/2020	29/09/2020	05/01/2021	13/04/2021																										
03/07/2020	01/09/2020	13/10/2020	08/01/2021	15/05/2021																										
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																													
MAIN GUIDANCE being followed - Updated 10/05/2021 Actions for early years and childcare providers during the coronavirus outbreak	Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)																													
COVID-19 Contingency Framework: Education and childcare settings - 13th May 2021	Contingency Framework (publishing.service.gov.uk)																													
Updated 03/11/2020 Coronavirus (COVID-19) - Home page for all guidance	https://www.gov.uk/coronavirus																													
Updated 15/03/2021 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																													
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	http://www2.westsussex.gov.uk/Public_Health/Managing_Suspected_and_Confirmed_COVID-19_cases_Childcare_Educational_Settings.pdf																													

RISK ASSESSMENT

PHE South East Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID-19	
Updated 20/08/2020 Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak	https://www.westsussex.gov.uk/media/14432/local_outbreak_control_plan.pdf 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

RISK ASSESSMENT

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
Updated 03/11/2020 New National Restrictions from 5 November	https://www.gov.uk/guidance/new-national-restrictions-from-5-november#contents
Updated 05/01/2021 Education and childcare settings: national lockdown from 5 January 2021	Education and childcare settings: national lockdown from 5 January 2021 (publishing.service.gov.uk)
Updated 08/01/2021 Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak	Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)
Updated 11/01/2021 Coronavirus (COVID-19): advice for pregnant employees	Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)
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
Staff	<i>Who:</i> Children Parents/ Carers Staff Visitors <i>How:</i> Contact with persons suffering from coronavirus.	<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) Staff should only attend the nursery if they are symptom free, having completed the required isolation period or achieved a negative test result. 3) Nursery Manager and or Deputy Nursery Manager will risk assess the health and well-being for returning staff. 	M	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	All employees of Kamelia Kids

RISK ASSESSMENT

	<p>Contact with persons who may have been exposed to coronavirus</p>	<p>4) Staff in the nursery is based on those required to care for the expected occupancy levels each day.</p> <p>5) Wherever possible room staff should remain with the children in their base room.</p> <p>6) Meetings to be conducted through virtual conferencing and phone calls/ conference calls.</p> <p>7) Staff must wear clean uniform. This is to mitigate the transmission of the coronavirus.</p> <p>Updated 08/09/2020</p> <p>8) 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>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 10 days, should not attend work unless they have tested negative for coronavirus.</p> <p>Updated 03/08/2020</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</p>	
--	--	--	--	--

RISK ASSESSMENT

				communicated to the Nursery Manager.	
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) 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. 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. 	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 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,</p>	<p>All Room employees of Kamelia Kids</p> <p>Parents</p>

RISK ASSESSMENT

		11) Settling in - parents are in attendance, social distancing between parents and staff is encouraged and face masks must be worn by parents. Track and trace form to be completed on arrival.		<p>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 member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the online incident notification form.</p>	
<p>Updated 29/09/2020 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>	1) Care will be needed in supporting children with SEND in the nursery and when they 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>Updated 13/10/2020 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>SENDCO</p> <p>Assistant SENDCO</p> <p>All Room employees of Kamelia Kids</p> <p>Parents</p> <p>Carers</p>

RISK ASSESSMENT

			<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> <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>	
--	--	--	---	--

RISK ASSESSMENT

				<p>Shielding 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 vulnerable group (shielding list) was published on 13 October 2020. This includes advice on the additional measures these individuals can take tailored to the relevant local COVID alert level in their area.</p>	
<p>Updated 03/11/2020 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. 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) 	H	<p>Individual staff will have a risk assessment in place and a Health Care Plan on file</p> <p>Updated 11/01/2021</p>	<p>All employees of Kamelia Kids</p> <p>Parents</p> <p>Carers</p>

RISK ASSESSMENT

		<ul style="list-style-type: none"> ▪ 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 ○ 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) ○ pregnant - complete risk assessment and follow government guidance issued 11/01/21 	<p>Follow this guidance: Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <p>Updated 18/03/2021 Shielding guidance is being paused for clinically extremely vulnerable people The government has announced that shielding guidance is being paused. From Thursday 1 April, clinically extremely vulnerable (CEV) people are no longer advised to shield. CEV people must continue to follow the national restrictions that are in place for everyone. From Thursday 1 April, all CEV children should attend early years, wraparound childcare unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend</p>	
--	--	---	---	--

RISK ASSESSMENT

<p>Updated 08/09/2020 Wraparound care</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) '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. 	<p>M</p>	<p>Updated 08/09/2020 Protective measures for holiday and after-school clubs, and other out-of-school setting during the coronavirus (COVID-19) outbreak</p>	
<p>Parents</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) Only <i>one</i> parent/ carers who are symptom free and or have completed the required isolation periods or achieved a negative test result will be able to drop off or collect their child/ren. 2) Only <i>one</i> parent/ carer who are settling in children will access to the nursery. Updated 29/09/2020 3) 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>M</p>	<p>Share this risk assessment with parents/ carers and ask them if 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>All Room employees of Kamelia Kids</p> <p>Nursery Manager</p> <p>Nursery Office Administrator</p> <p>Parents</p>
<p>Drop off/ collection</p>	<p><i>Who:</i> Children Parents/ Carers Staff</p>	<ol style="list-style-type: none"> 1) Only one parent/ carer can drop off/ collect from our main entrance for Daisy and Poppy. 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>H</p>	<p>Updated 03/06/2020 Parent and Carers will not access the building - unless this is for a confidential conversation.</p>	<p>All employees of Kamelia Kids</p> <p>Parents</p>

RISK ASSESSMENT

	<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>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.</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 passing through from Poppy/Daisy end to Bluebell and vice versa.</p> <p>Updated 07/01/2021</p> <p>7) A hand sanitiser position outside both entrances for children, settling in parents and professional visitors use, prior to entering the building</p>		<p>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 2.45pm. The school has asked parents not to park in Wellesley Avenue, or to walk in the road and to maintain social distancing.</p>	
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>	<p>1) Care routines including provision of meals, nappy changing, and toileting will be within the space allocated to each room wherever possible.</p> <p>2) Children will be spaced at mealtimes and where possible throughout the session.</p> <p>3) The use of communal internal spaces will be restricted as much as possible used by each individual room.</p> <p>4) In the sleep room distancing of the beds/cots is in place.</p> <p>5) 2 metre - social distancing must be maintained during staff breaks. This is in place through staggering the breaks where possible.</p> <p>6) Staff to avoid any physical contact including handshakes, hugs etc with other staff, parents, carers.</p>	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

RISK ASSESSMENT

		<p>7) Staff to keep physical contact with children to the minimum i.e., personal care routines and comforting.</p> <p>8) Staff to wait until main entrance is clear before passing through from Poppy/Daisy end to Bluebell and vice versa.</p>			
<p>Updated 30/10/2020 19/03/2020 Face Masks</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) The government is not recommending universal use of face coverings in early years education and care settings - in rooms because the system of controls.</p> <p>2) Nursery staff on 'school run' are required to wear a face mask.</p> <p>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.</p> <p>4) Parents/ carers dropping off and collecting children are required to wear face masks.</p> <p>5) Staff taking in children and carrying out handover are required to wear facemasks.</p> <p>6) If you have a disability lanyard that exempts wearing facemasks, these must be worn.</p>		<p>When working with children: Face coverings are not necessary when adults are 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>Updated 07/01/2021 Clear facemask are freely available for staff to wear in rooms.</p> <p>Updated 19/03/2021 In line with PHE advice the DfE has extended its policy on the use of face coverings in childcare settings. Staff should wear face covering when social distancing between adults is not possible, for example moving around in corridors and communal areas.</p>	<p>All employees of Kamelia Kids</p>
<p>Exposure to Covid-19</p>	<p><i>Who:</i> Children Parents/ Carers</p>	<p>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.</p>	<p>M</p>	<p>Eye protection to be worn if exposure to coughing/ spitting.</p> <p>Updated 03/08/2020</p>	<p>All employees of Kamelia Kids</p>

RISK ASSESSMENT

<p>Ill Health staff and children</p>	<p>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"> 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. 5) The children’s room and isolation 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>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 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. If, following triage, further expert advice is required, the adviser will escalate the setting’s call to the PHE local health protection team. Nursery to inform Ofsted, FIS and parents</p> <p>Updated 30/10/2020 Self-isolation - A small number of children and young people may be unable to attend in line</p>	
--------------------------------------	---	--	---	--

RISK ASSESSMENT

				<p>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. 	
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>
Handwashing	<p><i>Who:</i> Children Parents/ Carers Staff</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. 	M	<p>Updated 29/09/2020 Nursery staff emailed to remind about the vital importance of good hand and respiratory</p>	<p>All employees of Kamelia Kids</p>

RISK ASSESSMENT

	<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>	<ol style="list-style-type: none"> 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. 6) Use hand sanitisers in between handwashing. 		<p>hygiene and the 'catch it, bin it, kill it' approach.</p> <p>Updated 27/11/2020 Clean hands thoroughly and more often than usual Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser.</p> <p>To clean hands, wash thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub / sanitiser ensuring that all parts of the hands are covered.</p> <p>Settings must ensure that children clean their hands regularly, including:</p> <ul style="list-style-type: none"> ▪ when they arrive at the setting ▪ when they return from breaks ▪ when they change rooms ▪ before and after eating ▪ after using the bathroom <p>Regular and thorough hand cleaning is needed for the foreseeable future.</p>	
Cleaning	<i>Who:</i> Children	<ol style="list-style-type: none"> 1) An enhanced cleaning schedule has been implemented with our cleaning providers, includes nightly all high touch surfaces. 	M	Updated 01/09/2020	All employees of Kamelia Kids

RISK ASSESSMENT

	<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>2) Staff are cleaning daily the furniture, surfaces and children's toys and equipment - using disinfectant 2-3 times a day on all high touch surfaces and before and after meals.</p> <p>3) Communal surfaces and areas - door handles, toilets, kitchens, touch points and hand washing facilities are cleaned and sanitized 2-3 times throughout the day by staff and the cleaners.</p> <p>4) Nursery is fully 'fogged' 2 times a week. <i>Updated 05/01/2021</i></p> <p>5) Outside equipment and resources to be cleaned daily.</p>		<p>Cleaning schedule updated and implemented for rooms and offices.</p>	
Waste disposal	<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 waste must be disposed of in a hygienic and in safe manner daily i.e., food waste, nappies.</p> <p>2) Tissues and paper hand towels must be immediately disposed of in a lidded bin, 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>	M	<p>Safe place is in the backyard, to right of the portacabin in a silver lidded box.</p>	<p>All employees of Kamelia Kids</p>

RISK ASSESSMENT

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 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 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>	M		All employees of Kamelia Kids
Ventilation	<p><i>Who:</i> Children Parents/ Carers Staff Visitors</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>	L	Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors.	All employees of Kamelia Kids

RISK ASSESSMENT

	<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) 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>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 ▪ 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.</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>	<p>1) Government guidance is that PPE is not required for general use in early years' settings to protect against COVID-19 transmission.</p> <p>2) PPE should continue to be worn as normal i.e., children/staff -paper hand towels; Staff - gloves and aprons.</p> <p>3) We will ensure there is enough to meet all children's and staff needs.</p> <p>4) Masks are not a requirement in rooms.</p>	L	<p>If staff would prefer to wear a mask including home-made, agree the type with the Nursery Manager.</p>	<p>All employees of Kamelia Kids</p> <p>Nursery Office Administrator</p> <p>Nursery Manager</p>

RISK ASSESSMENT

	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) Playdough, sand and water play, to be accessed by single room use. 3) Playdough changed daily. 4) Sand changed regularly during the week. 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.</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

	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) Breakfast cereals to be stored in plastic containers - access by staff only. 	L	<p>Updated 30/10/2020 Zebedee's Covid Policy: 'We would like to reassure you that all our staff, including drivers, chefs and administration staff, continue to observe the social distancing and additional safety procedures.... 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...ask that nursery staff have empty boxes ready for collection at the door each day.</p>	All employees of Kamelia Kids
Transport, travel, and car park	<p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i></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, 	M	<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>	All employees of Kamelia Kids

RISK ASSESSMENT

	<p>Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p>	<p>car seats, scooters in the nursery indoor buggy areas, only if necessary.</p> <p>4) Children will continue to arrive and be collected at staggered times to reduce contact.</p>			
COSSH	<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>	<p>1) Ensure D10 is used on all surfaces - follow cleaning/ infection control procedures.</p> <p>2) All cleaning products to be stored under counters away from food.</p> <p>3) Comply with safety data sheet</p>	L		All employees of Kamelia Kids
RIDDOR Updated 29/09/2020 Reporting to DfE	<p><i>Who:</i> Children Parents/ Carers Staff Visitors</p> <p><i>How:</i></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> <p style="padding-left: 20px;">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.</p>	L	<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</p>	All employees of Kamelia Kids

RISK ASSESSMENT

	<p>Contact with persons suffering from coronavirus</p> <p>Contact with persons who may have been exposed to coronavirus</p>	<p>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.</p> <p>c. a worker dies because of occupational exposure to coronavirus.</p>		<p>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..</p> <p>Updated 29/09/2020 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. Inform WSCC about confirmed COVID-19 cases using the family.info.service@westsuss ex.gov.uk 	
<p>Vulnerable adults/ 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>	<ol style="list-style-type: none"> Children or their family members that are shielding must not return to work until guidance from PHE/ Doctor. Nursery to keep in regular contact with parents of vulnerable, report concerns to relevant service. Designated Safeguarding Lead to always be in nursery. SENDCo and Assistant SENDCO to be available for staff, families, and children. 	H	<p>Updated 02/06/2020 For children with SEND use this guidance to support you in your planning.</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>

RISK ASSESSMENT

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
Visitors & Professionals & Student Placement	<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 permitted to the nursery i.e., building maintenance, health professionals and are required to complete a track and trace questionnaire on arrival. <i>Updated 08/09/2020</i> 3) 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> 4) Contractors and professional visiting MUST always wear a mask, except if they are exempt - proof must be shown to the Nursery Manager. 	L	<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. 	All employees of Kamelia Kids

RISK ASSESSMENT

		<p>They are responsible for safely disposing the mask.</p> <p>5) Southern Book bus 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 Snowdrops room.</p> <p>6) Nursery staff can enter the Book bus one at a time to select books and must follow their guidance.</p> <p>7) Student placements are permitted and will adhere to this RA and the nursery policy and procedures.</p>		<ul style="list-style-type: none"> ▪ Where possible do not touch doors/ furniture. ▪ Only one parent/carer can visit and attend the settle. ▪ Prospective parents are shown around after 6pm. ▪ Prospective parents will be shown main room and view entire nursery via virtual tour. ▪ Where possible settling in the garden for most of the time. 	
<p>Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus</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) All existing risk assessments will be maintained and followed.</p> <p>2) There is currently no perceived increase in risk for handling post from specified areas.</p> <p>3) Kitchen staff to maintain good hygiene in line with Safer Food Better Business (SFBB).</p>	L		<p>All employees of Kamelia Kids</p>