



Responsible Person or person having control of the premises:

Address of premises:

Small Steps Day Nursery  
Kaleidoscope Building  
Exeter Close  
Kidlington  
OX5 1AB

Assessor:

Becca Simmonds

Date of risk assessment:

3<sup>rd</sup> January 2021

Date of previous risk assessment:

26<sup>th</sup> September 2020

Date of assessment review:

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor:



Who is at Risk		Likelihood	Chance	Description
A	Nursery Staff	1. Very unlikely	0 - 20%	The event may occur only in exceptional circumstances
B	Parents	2. Unlikely	21% - 40%	The event could occur at some time
C	Children	3. Moderate	41% - 60%	The event will occur at some time
D	Volunteers	4. Likely	61% - 80%	The event could occur in most circumstances
E	Other Agencies	5. Very likely	81% - 100%	The event will occur in most circumstances

Severity	Description. Mental health related in blue
1. Negligible	Minor first aid treatment causing minimum work interruption. <a href="#">Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.</a>
2. Minor	Injury requiring first aid treatment. <a href="#">Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.</a>
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. <a href="#">Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.</a>
4. Major	Permanent or life changing <a href="#">Major trauma related illness resulting in self harm and long term incapacity requiring medical treatment and/or counselling.</a>
5. Fatalities	Single or multiple deaths. <a href="#">Extreme mental health issues leading to suicide.</a>

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Ranking	
1 - 5	Low risk - acceptable, monitor
6 - 15	Medium risk - acceptable, subject to guidance
16 - 25	High risk - unacceptable, activity must not proceed

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total



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COVID-19 Children on site	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>The DFE guidance "Early years and childcare COVID-19 guidance is being followed</li> <li>Record kept of all attendees kept on site.</li> <li>All children wash hands regularly for 20 seconds.</li> <li>Children to wash hands upon entering the setting.</li> <li>Parents do not enter the building and children are taken from the door by a member of staff.</li> <li>Parents to use hand sanitizer outside door on themselves and child.</li> <li>Always in line with staff to children ratios</li> <li>Information posters are present across site on hygiene and on parent notice board.</li> <li>Regular cleaning of frequently touched areas – rota in place.</li> </ul>	3	5	15				
COVID-19 Someone who is infected entering the premises	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>The building is closed to the public</li> <li>Deliveries are left at front porch</li> <li>Information posters are present at entrances.</li> <li>Only necessary maintenance carried</li> </ul>	3	5	15				



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		<p>out by external contractors e.g. yearly gas service or emergencies.</p> <ul style="list-style-type: none"> <li>• Best practice hygiene requirements are being followed. Frequently touched areas cleaned during and at the end of the day.</li> <li>• Parents reminded in newsletters of the symptoms and not to attend the setting if they have any concerns.</li> <li>• Parents clean hands of their own children as children they enter the building.</li> </ul>							
<p>COVID-19 Someone becomes ill in the workplace</p>	A, B, C, D, E	<ul style="list-style-type: none"> <li>• UK Government guidance being followed</li> <li>• Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines. That is to seek a test and isolate for 10 days and 14 days for family members.</li> <li>• If the person affected is a visitor their organisation will be informed if possible</li> <li>• The staff will follow the procedure for a child becoming ill with suspected Covid-19.</li> <li>• The child will be isolated within the sleep room until collected with 1 adult in PPE.</li> <li>• Best practice social distancing of 2 meters is being followed as best as</li> </ul>	3	5	15				



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		<p>possible amongst adults.</p> <ul style="list-style-type: none"> <li>Information posters on hygiene are present on notice board and toilets</li> <li>Regular cleaning of frequently touched areas take place and rota followed.</li> <li>The setting will then be disinfected thoroughly and all children and adults will wash their hands thoroughly.</li> </ul>							
COVID-19 Contaminated workplace	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>Workplace will be decontaminated following UK Government guidelines</li> <li>Best practice hygiene requirements are being followed.</li> <li>Best practice social distancing of 2 meters is being followed as best as possible</li> <li>Information posters are present across site on hygiene</li> <li>Regular cleaning of frequently touched areas – following a rota</li> <li>Building is closed to the public</li> <li>Information posters around the building for staff and on parent notice board.</li> <li>Only necessary maintenance carried out by external contractors and they follow strict social distancing rules.</li> <li>Extra hygiene by staff encouraged –</li> </ul>	3	5	15				



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		<p>washing /sanitizing hands after close contact with children (eg changing nappies, wiping noses, before helping children eat)</p> <ul style="list-style-type: none"> <li>Windows to be open for ventilation in all rooms.</li> </ul>							
COVID-19 Workplace gatherings	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>Social distancing has been implemented</li> <li>No handshaking</li> <li>Social distancing of 2 meters for staff where practicable</li> </ul>	3	5	15				
COVID-19 Vulnerable Employees	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>Managers to identify certain vulnerable employees</li> <li>Pregnant workers will seek guidance</li> </ul>	3	5	15				
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal nursery policy.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidelines</li> <li>Employees with COVID-19 or</li> </ul>	3	5	15				



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		<p>suspected COVID-19 will self – isolate for 10 days. They will only return once their temperature is normal.</p> <ul style="list-style-type: none"> <li>The Nursery will be decontaminated.</li> <li>Small Steps will inform the DfE's helpline on 0800 046 8687 to report a confirmed case (staff or child).</li> <li>Ofsted will be notified if we have a confirmed case.</li> </ul>							
COVID-19 Symptomatic or exposed employees remaining in workplace	A, B, C, D, E	<ul style="list-style-type: none"> <li>Employees are advised to follow NHS Guidance</li> <li>Symptomatic employees will be instructed to go home and isolate for 10 days and get tested.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms. They will not need to isolate until the colleague has been confirmed as having Covid-19.</li> <li>The workplace will be decontaminated thoroughly.</li> </ul>	3	5	15				
COVID-19 Staff Self isolation and wellbeing	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>NHS 111 online provides advice on</li> </ul>	3	3	9				



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		<p>when to self-isolate and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>)</p> <ul style="list-style-type: none"> <li>• Staff are advised to book a Covid-19 test as soon as possible.</li> <li>• Managers &amp; Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc</li> </ul>							
COVID-19 Travel	A, B, C, D, E	<ul style="list-style-type: none"> <li>• UK Government guidance being followed</li> <li>• Currently there is limited foreign travel across the UK and the FCO provides foreign travel advice for travellers.</li> <li>• Isolation guidance will be adhered to upon returning from listed countries.</li> <li>• Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations</li> <li>• Employees are advised to limit the use of public transport and to wear masks.</li> <li>• Employees are advised to keep</li> </ul>	3	5	15				





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		<ul style="list-style-type: none"> <li>Social distancing whilst traveling</li> <li>Employees advised not to travel unless absolutely necessary</li> </ul>							
COVID-19 Visiting other sites or home visits	A, B, C, D, E	<ul style="list-style-type: none"> <li>All visits to other sites such as training courses have ceased</li> <li>All home-visits have ceased</li> </ul>	3	5	15				
COVID-19 New parents visiting the setting	A, B, C, D, E	<ul style="list-style-type: none"> <li>Parents will wash their hands upon entry.</li> <li>They will be asked to wear a mask.</li> <li>Social distancing will be observed</li> <li>The garden area will be used as much as possible.</li> <li>Stationary and areas will be cleaned</li> <li>Forms will be completed at home as much as possible to limit time in the setting.</li> <li>Prospective parents will be asked to come at 5:30pm.</li> </ul>	3	5	15				
COVID-19 Staff Meetings	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>Staff meetings will not be held and any information will be disrupted by emails.</li> </ul>	2	5	10				



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Activities in the setting that may spread Covid-19	A, B, C, D, E	<ul style="list-style-type: none"> <li>Free sand play will be withdrawn. Once used it will be untouched for 72 hours.</li> <li>Free malleable play, eg play dough, will be withdrawn. Special adult led activities may be provided, but materials will be washed before and after use, not shared between groups of children and thrown away the same day.</li> <li>Water play will contain detergent e.g. washing-up liquid.</li> <li>Soft toys will be withdrawn</li> <li>Children to only bring in comforters and no other toys</li> <li>Dressing-up clothes will be withdrawn</li> <li>Bedding will be kept for each child and washed after use.</li> <li>Snack and meals to be served by adults only.</li> </ul>	3	5	15				
Belongings going to and from Nursery.	A, B, C, D, E	<ul style="list-style-type: none"> <li>We have asked that if possible a bag stays at nursery.</li> <li>Bag of nappies to be provided and left at nursery.</li> <li>Drinks bottle to be left at Nursery.</li> <li>Letters and communications to be limited or sent via email.</li> </ul>	3	5	15				



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New Children settling into Nursery	A, B, C	<ul style="list-style-type: none"> <li>Children who are starting the nursery will be allowed to come with 1 parent.</li> <li>The parent will be allowed inside, with a mask.</li> <li>They will follow our hand cleaning procedure upon entering.</li> <li>They will be allowed to stay for no more than 1 hour.</li> <li>They will be asked to social distance.</li> <li>They will be allowed to look around inside with a member of staff.</li> <li>The other children will be outside.</li> <li>The visiting child may play in the garden and the parent remain distanced.</li> <li>They will sign in – following normal procedures to allow for tracking and tracing if necessary.</li> </ul>	3	5	15				
Children and parents entering the setting.	B, C	<ul style="list-style-type: none"> <li>Parents are encouraged to keep social distanced when queuing to drop off or pick up their children.</li> <li>Stickers are in place to show them where to stand.</li> <li>Children will be handed over at the door.</li> <li>Staff will wear masks when communicating with parents.</li> <li>Children will wash hands upon entering the setting.</li> </ul>	3	5	15				

