



<b>Childcare Provider Name</b>	<b>ACE Nursery School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Childcare Settings)
<b>Completed by &amp; Date</b>	Lisa Tuohy – Headteacher, Lindsey Johnson – Deputy, Gemma Spence – Third in Charge (Management team MT). Shared at staff meeting 10 <sup>th</sup> June 2020: Lisa, Gemma, Rebecca, Bethany, Maria and Virginie present
<b>Review Date</b>	After 15 <sup>th</sup> June re-opening Reviewed July 7 <sup>th</sup> 2020. September 2020 and December 7 <sup>th</sup> 2020 after QF meeting. Revised 14 <sup>th</sup> Jan 21 after Government update

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in the setting	ANYONE AT THE NURSERY – CONTRACTING THE CORONAVIRUS <i>This is the case in all areas of this risk assessment</i>	<ul style="list-style-type: none"> <li>Provider should review the total space available for delivery of the childcare whilst maintaining 2m between the groups of children</li> <li>Maximum numbers will be reviewed on a weekly basis and increased/decreased to ensure best endeavours to maintain the health and safety of children and staff.</li> </ul>	<ul style="list-style-type: none"> <li>Children separated into two bubbles of no more than 16 with same staff team and routine has been organised so they will not come into contact with each other during the day. See Revised Routine</li> <li>Ongoing review of groups and routine will take place</li> </ul>	MT = Management Team	Re-organisation starts w/b 8 <sup>th</sup> June to be completed by 12 <sup>th</sup> June	<p>YES</p> <p>YES</p> <p>YES</p>



		<ul style="list-style-type: none"> <li>Children will be split into groups of no more than 20 using best endeavours to maintain their social distance from each other as far as reasonably practical.</li> <li>DOB, names and attendance is recorded as well as all absences (whatever the reason) in case we need to report a positive test.</li> <li>Ensure that the same staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, considering the need for staff breaks</li> <li>Ensure that fire exit routes are not compromised. Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved.</li> <li>Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</li> </ul>	<p>and alterations made when necessary The routine worked well and the two groups increased their numbers to a maximum of 20</p> <ul style="list-style-type: none"> <li>Staff break organised into new routine</li> <li>Part of the opening and closing routine.</li> <li>The classrooms are being re-organised to remove unnecessary items to aid cleaning and to give the maximum space to aid social distancing</li> <li>Manual handling will be discussed prior to moving furniture and equipment</li> <li>Resources will be stored away from used parts of the nursery</li> </ul> <p>All soft toys and furnishings removed Cushions also removed from staff room</p>	<p>Gemma to write a revised opening and closing checklist</p> <p>Staff bubbles are re-organising resources</p> <p>Lisa to print off and locate in building</p>	<p>8<sup>th</sup> June '20</p> <p>12<sup>th</sup> June</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
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		<ul style="list-style-type: none"> <li>● Remove soft toys and furnishings and resources that cannot easily be cleaned.</li> <li>● Risk asses malleable materials such as sand and playdough and consider what steps need to be taken to mitigate risk, e.g children washing their hands before and after use, material use limited to small, consistent groups and the changing of cleaning of the material, cleaning and drying of the area between groups</li> <li>● Staff should have their own frequently used resources that arer not shared such as pens</li> <li>● Provide visuals such as posters/floor markings to support social distancing.</li> <li>● Ensure there is a process in place for the management of deliveries.</li> <li>● Plan to use outdoor space as much as possible, ensuring children are given equal opportunities for outdoor play.</li> <li>● Ensure visitors attending the setting are there for essential purposes and try to ensure non-essential visits are carried out when children are not present, eg routine maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>● Children not able to freely self-choose activities off shelves in each room</li> <li>● Revised routine states sand not to be used</li> <li>● Risk assessment written Sept 2020</li> <li>● Social distancing poster, tape and display board in place</li> <li>● Each staff group carries their own resources which are not shared with the other staff</li> <li>● A friendly chalk drawn face wearing a mask with a written request to parents is working well as a reminder at drop off and collection times.</li> <li>● Deliveries will be put away as soon as they arrive, packaging disposed of and staff thoroughly wash hands afterwards</li> <li>● The routine ensures both groups have equal time outdoors</li> </ul>	<p>All staff</p> <p>Lisa to complete a risk assessment</p>	<p>10<sup>th</sup> June</p> <p>Morning, afternoon and after school club</p> <p>Autumn term 2020</p>	<p>YES</p> <p>YES</p> <p>This has been in place since September 20</p> <p>YES</p> <p>YES</p>
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		<ul style="list-style-type: none"> <li>Consider if there are any areas of the building, eg, staff room, where social distancing between adults is not possible</li> <li>Consideration should be given to staff and children with protected characteristics from groups where a disparity has been shown by the review of disparities in risks and outcomes (for example, age and sex, where someone lives, deprivation, ethnicity and/or people's occupation).</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessment completed for parents wishing to visit prior to their child starting</li> <li>Co-op tasks eg, the garden are completed over a weekend with one parent at a time completing tasks set.</li> <li>Safety checks: fire equipment, smoke detector maintenance, boiler maintenance are carried out when children are outside, or in areas where the children are not located at the time of visit.</li> <li>Staff communal areas have been risk assessed; staff have staggered rota for lunchbreaks. There is a secondary room which staff also use for lunchbreaks. Stag meetings are held in the larger art and puzzle room area where they can maintain social distancing.</li> </ul>	Lisa to complete a risk assessment	Autumn term 2020	YES
Use of face coverings	All potentially	<ul style="list-style-type: none"> <li>Consider any parts of the building where social distancing is impossible</li> </ul>	<ul style="list-style-type: none"> <li>When children enter the building front the front and rear the staff wear face coverings</li> </ul>	All staff	Since Sept' 20	Ongoing



		<p>and whether face coverings should be worn in these areas</p> <ul style="list-style-type: none"> <li>Consider the use of face coverings when working in close contact, balancing the advantages of reduction in transmission with the disadvantages to children’s learning and development. Consider times when face coverings are not needed, e.g. whilst outside</li> <li>Ensure that staff are aware on how to safely wear and remove face coverings, for example by watching a professionally made video by the BBC</li> <li>If face coverings are being used ensure that there is safe storage and adequate washing facilities for the coverings when not in use.</li> <li>Ensure that visors are used <i>in addition</i> to face coverings, not instead of them and that staff understand that they do not provide protection alone.</li> <li>Employers must be sympathetic to staff members and parents/carers <u>who are not required to wear face coverings.</u></li> </ul>	<p>whilst organising the children in the cloakroom – the garden door is open at all times during this process.</p> <ul style="list-style-type: none"> <li>Staff have been given the option of wearing face coverings whilst working with the children if they wish.</li> <li>All staff have watched the PPE information video</li> <li>Staff use their own face coverings which they launder at home. Disposable face coverings are available for staff to use if they wish.</li> <li>Staff are aware when the addition of visors are appropriate and no-one just wears a visor</li> <li>We have discussed as a staff group if anyone is exempt to wearing a</li> </ul>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Throughout the pandemic</p> <p>Prior to June 15<sup>th</sup> re-opening</p> <p>Throughout pandemic</p> <p>Throughout pandemic</p> <p>Since face coverings were introduced</p> <p>Since November 20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<ul style="list-style-type: none"> <li>Consider asking parents/carers to wear face coverings at drop off and pick up times whilst conversing with staff and ensure this is communicated to parents/carers clearly.</li> </ul>	<p>face covering – no-one is at this time</p> <ul style="list-style-type: none"> <li>Parents and carers are asked to wear face coverings at drop off and pick up times – this is reiterated during weekly updates emailed to parents and also chalk drawn reminders as well as a safety A-frame board which is placed in the garden during these times</li> </ul>	ACE staff and parent/carers		Ongoing
Cleaning		<ul style="list-style-type: none"> <li>Provider should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and children return to the setting.</li> <li>Very frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Nursery has remained open throughout and enhanced cleaning regime in place and reviewed for next phase. See Cleaning Regime document</li> <li>Cleaner comes in twice a week to deep clean and staff thoroughly clean between groups and at the end of each day.</li> <li>All part of Cleaning Regime document</li> </ul>	<p>Lisa to discuss with Maria (cleaner) and staff team</p> <p>All staff</p>	<p>w/b 8<sup>th</sup> June</p> <p>Ongoing</p>	<p>YES</p> <p>YES</p>



		<ul style="list-style-type: none"> <li>○ Handrails on staircases and corridors,</li> <li>○ Machinery and equipment controls,</li> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles.</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, tables and chairs.</li> </ul> <ul style="list-style-type: none"> <li>● Where possible ensure surfaces are kept clear to enable cleaning</li> <li>● If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured if possible for 72 hours then undergo a thorough clean.</li> <li>● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>● If large outdoor play equipment is in use ensure children/staff wash their hands</li> </ul>	<ul style="list-style-type: none"> <li>● Each group has own equipment plus camera, CD player</li> <li>● Office equipment is part of cleaning regime.</li> <li>● Rooms are being re-organised to achieve this –Teaching groups transport items into each classroom for their own group to use – remove after use and clean the room for the next group to use.</li> <li>● See operational Plan</li> <li>● Children wash hands before using garden, when they come in from the garden and equipment is cleaned between groups by staff.</li> </ul>	<p>Staff gathering own equipment to store in designated bubble space</p> <p>Staff organising each classroom</p> <p>Discussed during staff meeting and planned response in place</p> <p>PPE training undertaken by all staff</p>	<p>10<sup>th</sup> June</p> <p>w/b 8<sup>th</sup> June</p> <p>w/b 8<sup>th</sup> June</p> <p>Video shared 9<sup>th</sup> June</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
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		<p>afterwards and the equipment should be cleaned frequently.</p> <ul style="list-style-type: none"> <li>If small groups are accessing different areas consider how these can be cleaned between groups accessing them</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate PPE equipment available and staff will have training for how to use</li> <li>See routine</li> <li>See routine</li> </ul>			
Catering facilities		<ul style="list-style-type: none"> <li>Consideration for food preparation and how to manage, how social distancing can be achieved in the kitchen area.</li> <li>Ensure that there are clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings.</li> </ul>	<ul style="list-style-type: none"> <li>Two separate kitchen areas available and designated for each group</li> <li>See cleaning regime</li> </ul>	Staff groups organise own kitchen areas	w/b 8 <sup>th</sup> June	YES
Fire Safety		<ul style="list-style-type: none"> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and children that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</li> </ul>	<ul style="list-style-type: none"> <li>Part of opening and closing routine document – re-written for this phase of opening</li> <li><b>FIRE DRILL will take place soon after re-opening and discussed between staff team prior to opening – drill will keep two bubbles separate 21<sup>st</sup> Dec first fire drill took place – no problems</b></li> </ul>	Lisa – fire alarm tested weekly throughout. Outside professional has tested fire alarm system	Ongoing and part of daily checks	YES



<p>Drop off and pick up arrangements .</p> <p>Visitors</p>		<ul style="list-style-type: none"> <li>● One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</li> <li>● Wipes and sanitiser available at both sides of doors.</li> <li>● Increased cleaning of handles and touch plates.</li> <li>● Allocated/staggered drop off and collection times</li> <li>● Consider drop off and pick up arrangements to reduce congestion including using floor markings, staggered times and requesting that only one adult attends</li> <li>● Priority must be given to disabled users and those identified as having health related issues.</li> <li>● Provide relevant guidance to parents on drop off and pick up arrangements.</li> <li>● Visits should be restricted to those that are necessary</li> <li>● A record should be kept of all visits</li> <li>● Supply staff may be used but longer placements should be agreed, eg. The full period of cover needed.</li> </ul>	<ul style="list-style-type: none"> <li>● Two bubbles entering and exiting the building via different gates This has continued and is working well.</li> <li>● See cleaning routine</li> <li>● Staff requested Zoflora disinfectant for staff toilets – these are cleaned after wach use including touch points</li> <li>● See cleaning routine</li> <li>● Drop off and collection times spread to aid social distancing during this time with signage as a reminder. A drawn chalk area was initially used to illustrate where we would like the parents to stand. This is no longer required.</li> <li>● Visits are only being arranged for those parents who wish their children to join the setting immediately – an individual risk</li> </ul>	<p>Staff team</p> <p>Staff team</p> <p>Staff team</p> <p>Staff member at each gate will remind parents of the 2m rule</p> <p>Office to email information to parents</p> <p>Headteacher The diary is managed by office staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>w/b 8<sup>th</sup> June</p> <p>December 20 Ongoing</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>Ongoing</p>
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		<ul style="list-style-type: none"> <li>Student placements may be offered but consideration should be given to managing the risk, eg. Longer placements, social distancing</li> </ul>	<p>assessment has been written</p> <ul style="list-style-type: none"> <li>None at present</li> <li>Parents received Operational Plan and Revised routine which contain clear information</li> <li>All visits are logged in the office diary and no visitors are allowed into the building unless essential</li> <li>Supply staff will only be used as a last resort of keeping the nursery open.</li> <li>Student placements have been suspended at present</li> </ul>			
First Aid		<ul style="list-style-type: none"> <li>Access to first aid facilities is maintained and the setting is suitably stocked with first aid sundries.</li> <li>Staff or children with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> </ul>	<ul style="list-style-type: none"> <li>Each group will carry their own first aid equipment and have top-up resources in designated areas</li> <li>Staff and children with medication/inhalers will be recorded on the 'Allergies/Illness board' in the kitchen. The inhalers will remain in</li> </ul>	Staff groups organising own resources	10 <sup>th</sup> June	YES



		<ul style="list-style-type: none"> <li>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> </ul>	<p>the high cupboard in the kitchen as usual and any medicines which come into the setting will be stored in the locked fridge in the Paret's Room, as normal and a form completed</p> <ul style="list-style-type: none"> <li>Procedure for dealing with suspected case of COVID-19 in Operational Plan</li> <li>All illnesses are recorded on an easy to access document – during the weekend emails are monitored in case of a positive result over the weekend which will require us to report it and notifu staff and parents of the outcome to the risk assessment.</li> <li>All staff except one hold a current paediatric first aid certificate – training update was cancelled due to the pandemic</li> </ul>	<p>Virginie and Gemma</p> <p>Staff team discussed at meeting and agreed a procedure</p> <p>Office staff update illness record.</p> <p>Sarah R and Lisa work alternate weekends to monitor emails.</p> <p>Training updates are being organised</p>	<p>10<sup>th</sup> June</p> <p>10<sup>th</sup> June</p> <p>Ongoing</p> <p>Lisa and certain staff members.</p>	<p>YES</p> <p>YES</p>
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					End of autumn term / early spring term	
Waste		<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in the premises and in external areas that are in use in order that waste materials can be managed safely</li> <li>Provide bins with lids, preferably foot pedal operated.</li> <li>Bins should be emptied at least daily.</li> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	<ul style="list-style-type: none"> <li>Lidded bins located in each room. Pedal bin moved into Big Room for children to use.</li> <li>Bins emptied at end of day is part of cleaning regime</li> <li>Hand washing after any cleaning activity forms part of cleaning regime</li> </ul>	<p>Staff team</p> <p>Virginie</p> <p>Staff team</p> <p>All staff</p>	<p>10<sup>th</sup> June</p> <p>10<sup>th</sup> June</p> <p>Ongoing</p> <p>Ongoing</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
Staff/children who are clinically vulnerable, clinically extremely vulnerable and staff members		<ul style="list-style-type: none"> <li>Staff/children that meet the criteria as <u>moderate risk of infection or clinically vulnerable</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/setting <u>and can work/attend the setting (if working from home is not possible)</u></li> </ul>	<ul style="list-style-type: none"> <li>Staff with medical conditions which restrict their return to work have remained at home</li> <li>Any staff returning to work as and when restrictions change will have a returning to work risk assessment</li> <li>All staff who are in these categories have been asked</li> </ul>	<p>Lisa held a meeting with each member of staff to discuss individual needs</p> <p>Lisa to give staff the risk assessment</p>	<p>10<sup>th</sup> June</p> <p>Sept 2020</p> <p>w/e 15<sup>th</sup> Jan '21</p>	<p>YES</p> <p>YES</p>



<p>who are pregnant</p>		<ul style="list-style-type: none"> <li>Whilst the region is in <b>Teir 4</b> and during National Lockdown, <i>clinically</i> extremely vulnerable staff and children should <b>not</b> attend the setting and should resume shielding</li> <li>Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19)</li> </ul>	<p>to complete a risk assessment</p>	<p>document to complete and discuss individually with staff</p>		
<p>Contractors</p>		<ul style="list-style-type: none"> <li>All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Received from regular contractor – Coulsons</li> <li>Maintenance work will not be carried out in areas where the staff and children are located, or soon to use. Please see 'Social distancing' section of this assessment</li> </ul>	<p>Lisa/Sarah R to ensure this is in place when booking in contractors Replacement flooring in basement completed out of hours Oct 2020</p>	<p>ongoing</p>	<p>YES</p>



Property Compliance		<ul style="list-style-type: none"> <li>• Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> <li>• Fortnightly flushing of all hot and cold water outputs have been undertaken</li> <li>• Check with landlord re any concerns to ensure that the appropriate checks are in place to ensure the safety of all the premises occupants (e.g. fire alarm testing, legionella testing etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Daily opening and closing checks have been reviewed and shared with staff</li> <li>• Unnecessary as we have been open throughout</li> <li>• Unnecessary as we have been open throughout</li> <li>• Unnecessary as we have been open throughout and fire alarm maintenance and weekly checks along with emergency lighting checks have continued throughout</li> </ul>	Staff in each bubble to complete daily checks. Other checks not needed as nursery has been open and used throughout	To start 15 <sup>th</sup> June and ongoing	
Hygiene		<ul style="list-style-type: none"> <li>• The setting has a suitable supply of soap and access to warm water for washing hands.</li> <li>• Appropriate controls are in place to ensure the suitable sanitisation of childrens hands on arrival at the setting, following outdoor play, before meals and following the use of toilets.</li> <li>• Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use.</li> </ul>	<ul style="list-style-type: none"> <li>• Extra supplies have been purchased and will be stock checked throughout and purchased when necessary</li> <li>• Part of Routine – the children wash hands upon entry to the setting and then have hand sanitiser applied upon entering a classroom as they have used the banisters.</li> <li>• The windows are opened at higher levels and the garden door is now closed at times during the day to help keep the nursery a little warmer.</li> </ul>	Lisa and Gemma to check stocks  Staff will regulate the temp in the rooms and close windows if it	Weekly from 15 <sup>th</sup> June  Dec 2020	YES  YES  YES  YES



		<ul style="list-style-type: none"> <li>Plan to use outdoor space as often as possible during the day.</li> <li>Monitor the use of hand sanitiser with young children to ensure it is not ingested.</li> </ul>	<ul style="list-style-type: none"> <li>Staff only apply the sanitiser onto the children's hands and it is kept out of their reach.</li> <li>Part of Operational Plan</li> <li>Routine has been organised to achieve this</li> </ul>	gets too cold, and open them when children have left the room.		
Sleep arrangements		<p>Consider sleeping arrangements for young children.</p> <p>Is the bedding stored separately or cleaned daily?</p> <p>Is the room well ventilated but not too cold?</p> <p>Are there separate sleeping arrangements for each group?</p> <p>How are the children monitored whilst sleeping? Is it by an adult from their own group?</p>	<ul style="list-style-type: none"> <li>The children sleep on individual mats which are sanitised and allowed to dry prior to use</li> <li>The blanket is supplied by us and stored in individually named bags. Blankets are washed weekly.</li> <li>The classroom door is always open and the window is kept ajar. The children only take off their shoes for sleeptime and blankets placed on top of the child to keep them warm.</li> <li>Each group have their own rooms, own named bags with blankets</li> </ul>	All staff	Ongoing	YES



			<ul style="list-style-type: none"> <li>Staff from each group help settle their own children for rest or sleep and then monitor those same children whilst sleeping/resting</li> </ul>			
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> <li>If a member of staff has become ill with COVID-19 due to exposure in the setting, RIDDOR must be informed using the online form available <a href="#">here</a>.</li> <li>If child or staff member has a confirmed case of Covid-19, the setting will contact CCC Early Years Service using <a href="mailto:earlyyears.service@cambridgeshire.gov.uk">earlyyears.service@cambridgeshire.gov.uk</a> and give the following details:             <ul style="list-style-type: none"> <li>Setting name &amp; address                 <ul style="list-style-type: none"> <li>Primary contact at setting</li> <li>How many children in total attend the setting</li> <li>How many are attending at the time of this discussion</li> <li>Number of potentially at risk (total staff and children) e.g. how many within the child's 'bubble'</li> <li>Number of people who have been in 'close contact' with the suspected case – please see the definition of close contact at the end.</li> <li>Number of suspected cases</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Would contact RIDDOR in the event of a case of COVID-19 being reported at the nursery</li> <li>Set up an illness record</li> <li>Monitor it daily, including over the weekend</li> <li>Keep the diary up to date with all visitors and their contact details</li> </ul>	<p>Lisa to report</p> <p>Office staff: Lisa and Sarah</p>	<p>If needed</p> <p>Ongoing</p>	



		<ul style="list-style-type: none"> <li>○ Number of confirmed cases</li> <li>○ The LA will carry out a risk assessment based on the above information and work with the setting to implement it.</li> <li>○ If an outbreak or confirmed case occurs, the setting will be responsible for communicating with parents and staff, using template letters provided by the LA which have been personalised and saved electronically on the system (All other letters will be provided by the PHE HPT at the time they are required).</li> <li>○ The manager will monitor the absenteeism rate, and if concerned that an increase could be related to COVID-19, will notify the PHE HPT.</li> <li>○ As part of the national test and trace programme, if other cases are detected within the setting, PHE local health protection teams will be contacted to conduct a rapid investigation and will advise settings on the most appropriate action to take</li> </ul>				
Administrative Staff		<ul style="list-style-type: none"> <li>● Staff shift rota in place to keep social distances for admin staff in office areas.</li> </ul>	<ul style="list-style-type: none"> <li>● Arrangement of desks allows for social distancing.</li> <li>● Staff who share a desk can social distance during handover and sanitising of the desk and equipment will take place after handover</li> </ul>	Lisa, Sarah R and Viki	Daily	YES



			<ul style="list-style-type: none"> <li>The office window and door are kept open throughout the day. Staff use hand sanitiser regularly. Desks and equipment are sanitised at the end of the day – staff work on own computers. The telephone is sanitised after use.</li> </ul>			
Personal Protective Equipment		<ul style="list-style-type: none"> <li>Follow government guidance with regard to the use of PPE in educational and childcare settings</li> <li>Assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>Ensure that staff are trained in how to use PPE and can don, doff and dispose of PPE correctly.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance on use of PPE has been followed and forms part of operational plan and cleaning regime</li> <li>Video being shared with staff team to show how to use effectively</li> <li>PPE equipment in place in the event of a child developing symptoms – see Operational Plan</li> <li>PPE purchased is disposable</li> <li>Staff reassured they may wear PPE throughout the day if they wish as well as the obvious times:</li> <li>Caring for unwell children, toileting children, when cleaning rooms</li> </ul>	Lisa to organise video	9 <sup>th</sup> June all staff watched	YES
				All staff	Ongoing	YES





		<ul style="list-style-type: none"> <li>• Adults who are displaying symptoms, or have experienced symptoms in the last 10 days are not permitted to enter the building and will be advised to self isolate at home for 10 days.</li> <li>• Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them.</li> <li>• If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to self-isolate for 10 days. Their fellow household fellow household members will be advised to self-isolate for 14 days. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>• The national guidance does not deem isolation of a bubble/group necessary on the basis of symptoms only. However, this should be considered on a case by case basis.</li> </ul>	<p>'fever' temperatures boldly written on the packaging.</p> <ul style="list-style-type: none"> <li>• In Operational Plan</li> <li>• Procedure is in Operational Plan. Location would be in the front or rear garden depending upon: which bubble the child is in, weather, time of day - we would not want a child in the front garden at collection time for example, so would find an alternative</li> </ul>	<p>staff and parents</p> <p>Lisa to update contact details when received</p>	<p>As necessary</p>	
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		<ul style="list-style-type: none"> <li>● The manager will support the family/staff member and ensure the outcome of the test is passed to the setting without delay.</li> <li>● The manager will ensure relevant processes are followed when a child/staff member displays symptoms:</li> <li>● Inform the LA using the inbox <b>earlyyears.service@cambridgeshire.gov.uk</b> so appropriate operational support can be offered. The email will include:             <ul style="list-style-type: none"> <li>● Name of setting</li> <li>● Number of children/members of staff with symptoms</li> <li>● Confirmation that the child/member of staff has booked a test</li> </ul> </li> <li>● Clear guidance will be given to parents to communicate the setting and national protocols. Consider creating a Post-COVID-19 Lockdown Re-opening policy which can be sent to all parents and the Letter to inform parents of the Test and Trace process.</li> <li>● Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them.</li> </ul>	<ul style="list-style-type: none"> <li>● Update contact details have been requested prior to opening</li> <li>● Cleaning regime would be used, but hopefully child and staff member would be isolated outside.</li> </ul> <p>We have enough rooms to enable us to use one which could be used to isolate a child waiting to be collected.</p>			
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		<ul style="list-style-type: none"> <li>● Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly.</li> <li>● Consider how the isolation area can be easily cleaned after use.</li> <li>● Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition.</li> <li>● Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly.</li> </ul>	<p>All classrooms are thoroughly cleaned after use throughout the day, so this would be the same in this case.</p>			
Recruitment		<ul style="list-style-type: none"> <li>● Consider whether interviews can be carried out virtually or out of hours</li> <li>● all legally required checks must be carried out before a new member of staff starts work</li> </ul>	<ul style="list-style-type: none"> <li>● We would carry out initial interviews via zoom and only invite strong candidates into the setting – and would adhere to the ‘visitors to the setting’ risk assessment process.</li> </ul>	Lisa	Whenever necessary	YES
Outings		<ul style="list-style-type: none"> <li>● Outings must be risk assessed separately to consider:</li> <li>● Suitable hand washing facilities</li> <li>● Whether staff and children can stay 2m away from other members of the public</li> <li>● Whether there is adequate ventilation at the venue</li> <li>● How the children will arrive at the venue</li> </ul>	<p>All outings have been suspended for the time being</p>	Lisa as Health and Safety Lead Practitioner	Will be reviewed with the staff team and shared with parents before adopting new /changes to procedures	



		<ul style="list-style-type: none"> <li>Adults must wear face coverings where they are legally required to do so e.g. on public transport or in shops</li> </ul>				
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### Useful Guidance

[Education and Childcare settings: National Lockdown from 5 January 2021](#)

[Actions for Early Years and Childcare Providers in the Coronavirus \(Covid-19\) Outbreak](#)

[What to do if a child is displaying symptoms of coronavirus \(COVID 19\).](#)

[Early years action card](#)

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### General staff and pupil advice on limiting the spread of coronavirus in the childcare setting

Government advice is clear that PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.



- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

### **Public Health Definition of “close contact”**

The definition of close contact which will be used in the Test and Trace process to support decisions making by Public Health England around the closure of bubbles is people who:

*Have been close to someone who has tested positive for coronavirus (COVID-19) with a Polymerase Chain Reaction (PCR) test. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.*

*A close contact includes:*

- *anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)*
- *anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR test:*
  - *face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time*
    - *been within 1 metre for 1 minute or longer without face-to-face contact*
    - *been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)*



- *travelled in the same vehicle or a plane*

**Individual risk assessments additionally carried out on:**

**Staff lunchbreaks and meetings**

**Visitors to the setting**

**Birthday celebrations for children in the nursery school**

**Sand play**

**Taking the children on a walk outside the setting – all outing have been suspended during National Lockdown**