

RISK ASSESSMENT

Childcare Provider Name	ACE Nursery School
Activity / Task	COVID-19 Risk Management Assessment (Childcare Settings)
Completed by & Date	Lisa Tuohy – Headteacher, Lindsey Johnson – Deputy, Gemma Spence – Third in Charge (Management team MT). Shared at staff meeting 10 th June 2020: Lisa, Gemma, Rebecca, Bethany, Maria and Virginie present
Review Date	After 15th June re-opening

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		<ul style="list-style-type: none"> Provider should review the total space available for delivery of the childcare whilst maintaining 2m between the groups of children 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. Children will be split into small groups of no more than 16 using best endeavours to maintain their groups whilst attending the setting as far as reasonably practical. 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 	<ul style="list-style-type: none"> 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 Ongoing review of groups and routine will take place and alterations made when necessary Staff break organised into new routine 	MT = Management Team	Re-organisation starts w/b 8 th June to be completed by 12 th June	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

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		<ul style="list-style-type: none"> 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. 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. Remove soft toys and furnishings and resources that cannot easily be cleaned. Remove access to sand play. Provide visuals such as posters/floor markings to support social distancing. Ensure there is a process in place for the management of deliveries. 	<ul style="list-style-type: none"> Part of the opening and closing routine. The classrooms are being re-organised to remove unnecessary items to aid cleaning and to give the maximum space to aid social distancing Manual handling will be discussed prior to moving furniture and equipment Resources will be stored away from used parts of the nursery All soft toys and furnishings removed Children not able to freely self-choose activities off shelves in each room Revised routine states sand not to be used Social distancing poster, tape and display board in place Deliveries will be put away as soon as they arrive, packaging disposed of and staff will thoroughly wash hands afterwards 	<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>8th June '20</p> <p>12th June</p> <p>10th June</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
Cleaning		<ul style="list-style-type: none"> Provider should consult with their cleaning contractor or their in-house 	<ul style="list-style-type: none"> Nursery has remained open throughout and enhanced 	Lisa to discuss	w/b 8 th	YES

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		<p>cleaning team to arrange a deep clean may be appropriate before staff and children return to the setting.</p> <ul style="list-style-type: none"> • More 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"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. • Where possible ensure surfaces are kept clear to enable cleaning • 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. 	<p>cleaning regime in place and reviewed for next phase. See Cleaning Regime document</p> <ul style="list-style-type: none"> • All part of new Cleaning Regime document • Each bubble has own equipment plus camera, CD player • Rooms are being re-organised to achieve this • See operational Plan 	<p>with Maria (cleaner) and staff team</p> <p>All staff</p> <p>Staff gathering own equipment to store in designated bubble space</p> <p>Staff organising each classroom</p> <p>Discussed during staff meeting</p>	<p>June</p> <p>Ongoing</p> <p>10th June</p> <p>w/b 8th June</p> <p>w/b 8th June</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

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		<ul style="list-style-type: none"> Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. Consider whether any outdoor play equipment should be used and if so ensure children/staff wash their hands afterwards. If small groups are accessing different areas consider how these can be cleaned between groups. 	<ul style="list-style-type: none"> Appropriate PPE equipment available and staff will have training for how to use See routine See routine 	<p>and planned response in place</p> <p>PPE training undertaken by all staff</p>	<p>Video shared 9th June</p>	<p>YES</p>
Catering facilities		<ul style="list-style-type: none"> Consideration for food preparation and how to manage, how social distancing can be achieved in the kitchen area. Ensure that there are clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings. 	<ul style="list-style-type: none"> Two separate kitchen areas available and designated for each bubble See cleaning regime 	<p>Staff bubbles organising own kitchen</p>	<p>w/b 8th June</p>	<p>YES</p>
Fire Safety		<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and children that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> Part of opening and closing routine document – re-written for this phase of opening FIRE DRILL will take place soon after re-opening and discussed between staff team prior to opening – drill will keep two bubbles separate 	<p>Lisa – fire alarm tested weekly throughout. Outside professional has tested fire alarm system</p>	<p>Ongoing and part of daily checks</p>	<p>YES</p>

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Drop off and pick up arrangements .		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. Allocated/staggered drop off and collection times Consider drop off and pick up arrangements to reduce congestion including using floor markings, staggered times and requesting that only one adult attends Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. 	<ul style="list-style-type: none"> Two bubbles entering and exiting the building via different gates See cleaning routine See cleaning routine Drop off and collection times spread to aid social distancing during this time with signage as a reminder None at present Parents received Operational Plan and Revised routine which contain clear information 	<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>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>w/b 8th June</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
First Aid		<ul style="list-style-type: none"> Access to first aid facilities is maintained and the setting is suitably stocked with first aid sundries. 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 	<ul style="list-style-type: none"> Each bubble will carry own first aid 'bumbag' and have top-up resources in designated areas Staff made aware of children with medication – inhalers 	<p>Staff bubbles organising own resources</p>	<p>10th June</p>	<p>YES</p>

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		<p>control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid 	<p>for children will be kept in 'top-up' box for each bubble</p> <ul style="list-style-type: none"> Inhalers for staff will be kept with them Procedure for dealing with suspected case of COVID-19 in Operational Plan All staff except one hold a current paediatric first aid certificate – training update was cancelled due to the pandemic 	<p>Virginie and Gemma</p> <p>Staff team discussed at meeting and agreed a procedure</p>	<p>10th June</p> <p>10th June</p>	<p>YES</p> <p>YES</p>
Waste		<ul style="list-style-type: none"> 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 Provide bins with lids, preferably foot pedal operated. Bins should be emptied at least daily. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	<ul style="list-style-type: none"> Lidded bins located in each room Foor pedal bin moved to Big Room Bins emptied at end of day is part of cleaning regime Hand washing after any cleaning activity forms part of cleaning regime 	<p>Staff team</p> <p>Virginie</p> <p>Staff team</p> <p>All staff</p>	<p>10th June</p> <p>10th June</p> <p>Ongoing</p> <p>Ongoing</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

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Staff/children within the shielded group		<ul style="list-style-type: none"> Any member of staff or child that is within the Clinically extremely vulnerable group must not attend the setting as per the Government guidelines Staff/children that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/setting. 	<ul style="list-style-type: none"> Staff with medical conditions which restrict their return to work have remained at home Any staff returning to work as and when restrictions change will have a returning to work risk assessment 	Lisa to discuss with individual staff	10 th June	YES
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<ul style="list-style-type: none"> Received from regular contractor – Coulsons Maintenance work will not be carried out in areas where the staff and children are located, or soon to use 	Lisa/Sarah R to ensure this is in place when booking in contractors	ongoing	YES
Property Compliance		<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. Fortnightly flushing of all hot and cold water outputs have been undertaken Monthly checks on water systems are undertaken. 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 	<ul style="list-style-type: none"> Daily opening and closing checks have been reviewed and shared with staff Unnecessary as we have been open throughout Unnecessary as we have been open throughout Unnecessary as we have been open throughout and fire alarm maintenance and weekly checks along with emergency lighting checks 	Staff in each bubble to complete daily checks. Other checks not needed as nursery has been open and used throughout	To start 15 th June	

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		testing, legionella testing etc)	have continued throughout			
Hygiene		<ul style="list-style-type: none"> • The setting has a suitable supply of soap and access to warm water for washing hands. • 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. • Keep windows open as much as possible to ensure good ventilation throughout the setting. • Plan to use outdoor space as often as possible during the day. 	<ul style="list-style-type: none"> • Extra supplies have been purchased and will be stock checked throughout and purchased when necessary • Part of Routine • Part of Operational Plan • Routine has been organised to achieve this 	Lisa and Gemma to check stocks	Weekly from 15 th June	YES YES YES
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 	<ul style="list-style-type: none"> • Would contact RIDDOR in the event of a case of COVID-19 being reported at the nursery 	Lisa to report	If needed	
Administrative Staff		<ul style="list-style-type: none"> • Staff shift rota to be in place so as to keep social distances for admin staff in office areas. 	<ul style="list-style-type: none"> • Arrangement of desks allows for social distancing. • Staff who share a desk can social distance during 	Lisa, Sarah R and Viki	Daily	YES

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			handover and disinfecting of desk and equipment will take place after handover			
Personal Protective Equipment		<ul style="list-style-type: none"> Follow government guidance with regard to the use of PPE in educational and childcare settings Assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Ensure that staff are trained in how to use PPE and can don, doff and dispose of PPE correctly. 	<ul style="list-style-type: none"> Guidance on use of PPE has been followed and forms part of operational plan and cleaning regime Video being shared with staff team to show how to use effectively PPE equipment in place in the event of a child developing symptoms – see Operational Plan PPE purchased is disposable 	Lisa to organise video	9 th June all staff watched	YES
Staffroom areas		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Reduced staff numbers, staggered lunchbreaks and alternative areas to sit and have lunch available Organised in revised routine 	Staff have agreed how this can be achieved	From 15 th June	
Transmission of Covid-19 within the setting		<ul style="list-style-type: none"> Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) A new, continuous cough – this means coughing a lot for more than an hour, or 	<ul style="list-style-type: none"> Will discuss during staff meeting prior to opening as we go through all new documentation. Staff have been given a copy of guidance and all ‘re-opening’ documents to keep them fully informed and as confident of our 	Lisa to ensure staff are given new guidance as it is available	Ongoing	

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		<p>3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> ○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal ● Adults who are displaying symptoms, or have experienced symptoms in the last 7 days are not permitted to enter the building and will be advised to self isolate at home for 7 days. A poster will be displayed at all entrances advising adults of this. ● 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. ● Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. ● Consider how the isolation area can be easily cleaned after use. 	<p>procedures</p> <ul style="list-style-type: none"> ● Posters displayed in the building ● In Operational Plan ● 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 ● Update contact details has been requested prior to opening 	<p>Lisa to make sure procedures are updated as new guidance becomes available and share with staff and parents</p> <p>Lisa to update contact</p>	<p>As necessary</p> <p>As necessary</p>	

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			<ul style="list-style-type: none">• Cleaning regime would be used, but hopefully child and staff member would be isolated outside.	details when received		

Model Risk Assessment

Useful Guidance

<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>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<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.