

RISK ASSESSMENT

Childcare Provider Name	ACE Day Nursery
Activity / Task	COVID-19 Risk Management Assessment (Childcare Settings)
Completed by & Date	Sarah Piotrowski (MT), Hanna Ochalik-Baca (MT) and Natalie Fenn (Third in Charge). Shared with; Paulina. Amy and Sharon.
Review Date	After 15 th June 2020 (re-opening day)

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	<ul style="list-style-type: none">• Organise children into one bubble of no more than 16. 10 children maximum each day.*Children will be using the outdoor space as well as the indoor space to maximise the distance between small groups of children playing.• Ongoing review of groups and routine will take place and alterations made when necessary.*Staff will work in teams of 3-4, with a consistent staff member each week for continuity. Organise rota.	MT = Management Team	9 th June 9 th June	

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		<p>need for staff breaks</p> <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. • Has the building Equalities Act Assessment (previously DDA Assessments) been reviewed against the proposed changes? • 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"> • Staff breaks have been organised into new routine. • The playroom is being re-organised to remove unnecessary items to aid cleaning and to give the maximum space to aid social distancing. Fire exits haven’t been comprised and remain clear. • 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. • Sand and mud not to be used, on opening checks • Social distancing poster, tape and display board in place. 	<p>MT = Management Team</p> <p>Whole staff team to follow</p>	<p>10th June</p> <p>10th June</p>	

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			<ul style="list-style-type: none"> • Deliveries will be put away as soon as they arrive, packaging disposed of and staff will thoroughly wash hands afterwards. Delivery people will not enter the building. 	<p>MT = Management Team</p> <p>On operational plan seen by all staff.</p>		
Cleaning		<ul style="list-style-type: none"> • 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. • 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, ○ Lift and hoist controls, ○ Machinery and equipment 	<ul style="list-style-type: none"> • The cleaning contract has been resumed from 15th June. • Management team to clean the building on Tuesday 9th and Wednesday 10th June before re-opening. • A revised cleaning and check list to be produced to incorporate the extra and frequent cleaning required. • Unnecessary items on shelves and units to be removed. 	<p>MT = Management Team</p>	<p>10th June</p> <p>11th June</p>	

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		<p>controls,</p> <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ● 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. ● 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"> ● See operational plan ● Appropriate PPE equipment available and staff will have training for how to use. ● Outdoor equipment has been reduced. 	<p>MT = Management Team</p> <p>Ordering of necessary PPE equipment to make sure stock is sufficient</p>	<p>11th June</p>	

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			<ul style="list-style-type: none"> Only one group each day. Cleaning to take place at the end of each day, see cleaning/check schedule. 			
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"> One person in the kitchen at any one-time preparing food. Follow cleaning procedures as normal before closure. Food tables to be wiped with pink spray and damp yellow cloth before and after meal/snack times, as before closure. Food area floor to be moped as before closure. 	Staff Team	Ongoing	
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"> No changes to fire evacuation required. Apart from a key is now required to be kept at the front door at all times as this door will be locked and it is a fire exit door. 	<p>Place a key by front door – SARAH</p> <p>Add checking key to morning checks – SARAH</p> <p>Hanna test alarms.</p>	By 15 th June	

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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"> Gate to be propped open so parents don't need to touch gate lock. Parent/carers not allowed in the building or entrance area. Children dropped off at door and greeted one at a time by staff. Door handles and gate to be sanitisered in the morning. Only 10 children. Yellow lines to be placed 2 meters apart for social distancing in the courtyard. Gate way kept clear to avoid parents passing next to each other. Parents to receive operational plan 	<p>Staff Team</p> <p>Staff Team</p> <p>Staff Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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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 control applied, to include the use of PPE if required. • 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 	<ul style="list-style-type: none"> • No changes to first aid facilities required. • No staff on rota fall into venerable groups or have medical needs. • All 6 staff on the rota have watched PPE video from Cambridgeshire Early Years. • Procedure for dealing with suspected case of COVID-19 in Operational Plan. • All staff except two hold a current paediatric first aid certificate – training update was cancelled due to the pandemic. All staff together and not separated for this next working period. 	Staff Team		
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 	<ul style="list-style-type: none"> • Bins with lids are in all rooms and one outside in the garden. • Bins to be emptied regularly, see cleaning/check schedule. 	MT = Management Team -Order new	12 th June	

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		<p>pedal operated.</p> <ul style="list-style-type: none"> • 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"> • Hand washing will take place after emptying bins. • Outside bin collections have been instructed to commence again. 	<p>bins.</p> <ul style="list-style-type: none"> -Contact council. -Amend cleaning/check schedule. 		
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"> • No current staff have any medical conditions which restrict their return to work. • Staff to update management team if any changes develop. 	Staff Team	Ongoing	
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"> • Maintenance work will not be carried out in areas where the staff and children are located, or soon to use. 	Sarah and Hanna to ensure risk assessments from contractors have been sought when		

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				and if needed.		
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 testing, legionella testing etc) 	<ul style="list-style-type: none"> Opening and closing checks are in place and have been reviewed and shared with staff. Unnecessary as someone has been in the building regularly during the closure. Unnecessary as we have been in the building regularly and fire alarm maintenance and weekly checks along with emergency lighting checks have been completed. 	Hanna to complete all health and safety checks.	Before 15 th June	
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 children's 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"> A sink in the staffroom, adult toilet and kitchen. 3 children's sinks (10 children). Soap in all sink areas and stocked up. On regular delivery. Children will wash hands: <ul style="list-style-type: none"> -on arrival -after outdoor play -before meal times -changing nappy/toilet 	Sarah and Hanna to regularly check supplies (see check and cleaning schedule)	Daily from 15 th June	

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			<p>-before leaving</p> <ul style="list-style-type: none"> • Windows to be open as part of opening checks. • Middle doors will be open as much as possible (weather permitting/staff ratios) to allow for outdoor play for the majority of the day. 			
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 	Sarah 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"> • One admin staff will work one day a week. • Office desks organised for social distancing. • Hand gel, wipes, tissues, lidded bin provided in the office, with a sink next door in the staffroom. • Each office member responsible for cleaning own desk and equipment on 	Sarah and Viki	Daily	

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			arrival and departure.			
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 schedule. 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. 	At team meeting watch PPE video	2 nd June	
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"> Staff will use the staffroom for breaks one/two at a time. Reduced staff numbers. Office will be used for 2 staff to leave personal belongings in and 2 staff will use the staffroom for personal belongings. Gloves, wipes, paper towels, 	All staff agreed these new procedures	From 15 th June	

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			<p>tissues, covered bin and hand gel all provided in the staffroom.</p> <ul style="list-style-type: none"> Staff will bring in their own cups and crockery for breaks. 			
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 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) 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 	<ul style="list-style-type: none"> Will discuss with staff team (on the rota) prior to opening as we go through all new documentation. Staff have been given a copy of guidance and all ‘reopening’ documents to keep them fully informed and as confident of our procedures. Posters displayed in the building In operational plan Procedure is in operational plan. Location would be in back garden or staffroom depending on weather and time of day (as to what other children were doing). Update 	<p>As new procedures evolve Sarah to make sure these are available to staff and families.</p> <p>As new procedures evolve Sarah to make sure these are available to staff and families.</p>	<p>As necessary</p> <p>As necessary</p>	

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		<p>displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them.</p> <ul style="list-style-type: none"> • 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>contact details has been requested prior to opening and all staff know these are kept (in the message book).</p> <ul style="list-style-type: none"> • Cleaning for non-healthcare setting followed, but hopefully child and staff member would be isolated outside. 			

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.