

COVID-19 RISK ASSESSMENT

Childcare Provider Name	ACE Day Nursery	
Activity / Task	COVID-19 Risk Management Assessment (Childcare Setting)	
Completed by & Date	Sarah Piotrowski (MT), Hanna Ochalik-Baca (MT) and Natalie Fenn (MT) (MT = Management Team)	January 2021
	Shared with rest of Day Nursery staff team	
Review Date	Ongoing review as a staff team, with families and ACE parents' committee	

What are the hazards?	What we are already doing at ACE	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in the setting	<ul style="list-style-type: none"> Furniture and equipment have been moved or placed in a position to reduce pinch points, ensuring that free movement is possible. (we have considered the Manual Handling implications of this). Children will be using the outdoor space as well as the indoor space to maximise the play space. As the weather and temperature changes, we shall make sure children have appropriate clothing. Parents have been informed of this. Staff are also aware that we shall be using the outdoor space for play and activities – so extra clothing layers may be needed. The playroom has been re-organised to remove unnecessary items to aid cleaning and to give the maximum space. Fire exits haven't been comprised 	*Ongoing review of routine will take place and alterations made when necessary amongst staff team.	Management Team		

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	<p>and remain clear, and manual handling has been discussed prior to moving furniture and equipment.</p> <ul style="list-style-type: none"> • Social distancing poster, chalk markings and display board are all in place outside for parents/carers to maintain social distancing outside. • Encouraging masks to be worn by parents/carers at pick up and drop off, and for one adult only to collect and drop off to reduce numbers in the small space (front courtyard). • We have removed soft toys and furnishings and resources that cannot easily be cleaned. • There is a process in place for the management of deliveries to the setting: <ul style="list-style-type: none"> -items left outside -delivery people stand back and stay outside -packaging disposed of in an outside bin asap -staff washing hands -wiping any contact surface which has been touched • Children not to self-serve at meal times or snack times to avoid multiple hands touching utensils. • Separate risk assessments for malleable materials such as sand and play dough. • Visitors attending the session are there for essential purposes ONLY and we will try to ensure non- 	<p>*Gentle reminders for parents through the term about social distancing in the courtyard area and wearing a mask. These updates are provided via our weekly parent updates.</p> <p>*Gentle ongoing reminders to staff and delivery people.</p>	<p>Management Team</p> <p>Management Team</p>		

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	<p>essential visits are carried out when children are not present, e.g. routine maintenance.</p> <ul style="list-style-type: none"> In the staff room at lunchtime staff MUST wear a mask when not eating/drinking and the 2-metre rule cannot be adhered to. The staffroom and office MUST be well ventilated. This means the window open and the door open to let through a good flow of air. It is being encouraged staff SHOULD use their own cutlery and crockery. Paper towels should be used to dry hands and cutlery/crockery and then thrown away. Staff have been advised NOT to car share with anyone outside of the household. Staff travelling to work by public transport must follow government guidelines. Each staff member has their own basket for own pen, hand cream, mask etc to prevent staff from touching each other's equipment. 	<p>*See separate risk assessment for: sand, mud, water, playdough and sensory play.</p> <p>Disposable masks are now available in the staffroom and in the entrance area, in case staff forget their own personal masks.</p> <p>We have also purchased 5 face shields if staff feel more comfortable wearing these, or choose to wear one of these when interacting with children.</p> <p>We are currently aware that no staff travel by public transport to work.</p> <p>We are currently aware that staff don't travel into nursery together.</p>			

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	<ul style="list-style-type: none"> • Appropriate PPE equipment is available and staff know when and how to use it when cleaning. • Outdoor play equipment will be used and staff will ensure this equipment is cleaned at the end of the day, and is necessary in-between times when we feel necessary. • Upon leaving the bathroom, staff wipe down contact surfaces i.e. door handles/light switches. • Children not to pick out their own face cloth after meal times – staff must assist to avoid touching multiple face cloths. 	<ul style="list-style-type: none"> • Gloves and aprons are supplied and we have a good stock of these items. • Outdoor equipment has been reduced and resources/equipment are cleaned at the end of the day. 	MT = Management Team		
Catering facilities	<ul style="list-style-type: none"> • One person in the kitchen area at any one-time preparing food. • We follow cleaning procedures as before COVID-19 which are clear and stringent. Cleaning paperwork evidence is kept in the kitchen. • Food tables to be wiped with the pink spray and a damp yellow cloth before and after meal/snack times, as before covid-19. • Food area floor to be mopped as before covid-19 				
Fire Safety	<ul style="list-style-type: none"> • All emergency escape routes / doors are fully operational and kept clear. 	<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 	Hanna test alarms. Key present.		Completed and in place

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		<ul style="list-style-type: none"> Parents to receive operational plan. If parents repeatedly ignore the advice and government requirements, they will be reused entry to the setting and their child's place could be withdrawn. 			In place
Visitors	<ul style="list-style-type: none"> We decide if visitors need to visit the setting or could do so virtually i.e. zoom (zoom parent chats). Visits will be planned outside usual hours if possible i.e. maintenance. External providers not directly required for children's health and wellbeing are now suspended. A record is kept of all visits (diary with contact details and in the register). 	<ul style="list-style-type: none"> Book parent zoom meetings for March 2021 	Hanna and Sarah	Mid-February	
First Aid	<ul style="list-style-type: none"> Access to first aid facilities is maintained and 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. 	<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 staff on the rota have watched PPE video from Cambridgeshire Early Years. 	Whole Staff Team		

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	<ul style="list-style-type: none"> We always have at least one staff member who has a current paediatric first aid (PFA) certificate on the premises, but 6 staff are trained so there is always more than 1 staff member. 	<ul style="list-style-type: none"> Procedure for dealing with suspected case of COVID-19 in Operational Plan. We have 9 staff and 3 staff don't hold a current paediatric first aid certificate – refreshing training was cancelled due to the pandemic. We shall endeavour for these staff be trained as soon as possible. We need to review our first aid policy to take into account COVID-19 infection 	<p>Sarah to look into first aid training</p> <p>Sarah and Hanna</p>		
Waste	<ul style="list-style-type: none"> Waste bins are in key strategic positions both in the premises and in external areas that are in use in order that waste materials can be managed safely. Bins all have lids, and the kitchen bin is foot pedal operated. Internal bins emptied twice a day in the playroom and daily upstairs. Staff wear protective gloves and or wash hands immediately after carrying out this activity. 	<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. Hand washing will take place after emptying bins. Outside bin collections have been instructed to commence again. 			In place

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<p>Staff/children within the clinically extremely vulnerable group & staff members who are pregnant</p>	<ul style="list-style-type: none"> Staff/children that meet the criteria as moderate risk of infection or clinically vulnerable 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. Whilst the region is in Tier 4 clinically extremely vulnerable staff and children should not attend the setting. 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) and therefore require special consideration as set out in the guidance for pregnant employees 	<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. 	<p>Staff Team</p>	<p>Ongoing</p>	
<p>Contractors</p>	<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 only happen during the day if an emergency and necessary. All contractors to wash hands and wear a face mask when in the building. 	<p>Sarah and Hanna to ensure risk assessments from contractors have been sought when and if needed.</p>		<p>In place</p>
<p>Property Compliance</p>	<ul style="list-style-type: none"> Opening and closing checks are in place and have been reviewed and shared with staff. 				

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	<ul style="list-style-type: none"> • Fire alarm test, emergency light testing and carbon monoxide testing is monthly. 				
Hygiene	<ul style="list-style-type: none"> • We have 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, following the use of toilets and before they leave at the end of the day. • We keep windows open as much as possible to ensure good ventilation throughout the setting. • We plan to use outdoor space as often as possible during the day. • When staff enter the building, they MUST wash their hands. • When staff leave the building, they MUST their hands. 	<ul style="list-style-type: none"> • A sink in the staffroom, adult toilet and kitchen. • 3 children’s sinks • 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 -before leaving • 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. 	Sarah and Hanna to regularly check supplies (see check and cleaning schedule)	Daily	Completed and in place
Sleeping arrangements	<p>Considering sleeping arrangements for very young children:</p> <ul style="list-style-type: none"> • We try for all children to have their own bed. Where this isn’t possible beds and sheets are washed in-between use. Sheets and blankets washed weekly if one child has their own bed. 				

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	<ul style="list-style-type: none"> • Beds are a suitable distance apart and we top and tail the children so breathing onto each other is minimised to a very low risk. • The room is well ventilated and all children have their own individual blankets. • Children are checked every 15 minutes. 				
<p>Accident reporting Covid-19 incidents</p>	<ul style="list-style-type: none"> • 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 here. • If child or staff member has a confirmed case of Covid-19, the setting will contact CCC Early Years Service - earlyyears.service@cambridgeshire.gov.uk and give the following details: <ul style="list-style-type: none"> -Setting name & address -Primary contact at setting -How many children in total attend the setting -How many are attending at the time of this discussion -Number of potentially at risk (total staff and children) e.g. how many within the child's 'bubble' -Number of people who have been in 'close contact' with the suspected case – please see the definition of close contact at the end. -Number of suspected cases -Number of confirmed cases <p>The LA will carry out a risk assessment based on the above information and work with the setting to implement it.</p>	<ul style="list-style-type: none"> • Would contact RIDDOR in the event of a case of COVID-19 being reported at the nursery. • Public Health England would also be contacted and we would follow their guidance. • earlyyears.service@cambridgeshire.gov.uk will be used for support. 	<p>Sarah to report</p>	<p>If needed</p>	

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	<p>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 it on the electronically on the system (All other letters will be provided by the PHE HPT at the time they are required).</p> <p>If the number of cases exceeds 2 within 14 days AND/OR:</p> <ul style="list-style-type: none"> - you have taken the action outlined but are still seeing more cases -you are thinking you might need to close because of the number of people affected -a child or staff member in your setting has been admitted to hospital –you are getting significant interest from local media <p>Please contact earlyyears.service@cambridgeshire.gov.uk</p> <p>The manager will monitor the absenteeism rate, and if concerned that an increase could be related to COVID-19, will notify the PHE HPT.</p> <p>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</p>				

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Administrative Staff	<ul style="list-style-type: none"> • One admin staff will work one day a week. • Office desks organised for social distancing for when 2 people are working in the office. • 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 arrival and departure. • Window and door to be kept open so room is ventilated. 	<ul style="list-style-type: none"> • Only 2 people in the office working at one time. 	Sarah and Viki and Hanna.	Daily	Completed and in place
Personal Protective Equipment	<ul style="list-style-type: none"> • We following government guidance with regard to the use of PPE in educational and childcare settings. • We have assess the need to issue employees with appropriate Personal Protective Equipment. • Staff are trained in how to use PPE and can don, doff and dispose of PPE correctly. • Any re-usable PPE will be thoroughly cleaned but we either have our own individual equipment or single use equipment. 	<ul style="list-style-type: none"> • Guidance on use of PPE has been followed and forms part of operational plan and cleaning schedule. • Video 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. • Each week monitor PPE resources and re-order as necessary. 	MT = Management Team	Ongoing	In place

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Staffroom areas	<ul style="list-style-type: none"> • Arrangements have been made to ensure the staffroom is not overcrowded. Staff will use the staffroom for breaks with a maximum of 3 staff (sometimes 4 if staff feel comfortable but all staff in the staffroom would need to agree this). See social distancing section for our extra measures. 	<ul style="list-style-type: none"> • Gloves, wipes, paper towels, tissues, covered bin and hand gel all provided in the staffroom. • Staff will bring in their own cups and crockery for breaks if they feel more comfortable using their own. • Now all staff are back in the setting – all to use wipes on contact surfaces after use. 	All staff agreed these new procedures	Ongoing	In place
Transmission of Covid-19 within the setting	<ul style="list-style-type: none"> • 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 10 days are not permitted to enter the building and will be advised to self-isolate at home for 10 days from the day after their symptoms started. A poster will be displayed at all entrances advising adults of this. 	<ul style="list-style-type: none"> • We have discussed with the staff team the signs and symptoms and have gone through all new documentation. • Posters displayed in the building • In operational plan • Staff will be encouraged to get a COVID-19 test and can return after 10 days of self-isolating or a negative result and/or guidance from Department for Education. • Procedure is in operational plan. Location would be in back 			In place and ongoing

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	<ul style="list-style-type: none"> If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to self-isolate for 10 full days from the day after their symptoms started. Their fellow household members will be advised to self-isolate for 10 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: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ The isolation period includes the day the symptoms started and the next 10 full days. If any of the individual's household members are also present at the setting they will need to be sent home at the same time. 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. We will support the family/staff member and ensure the outcome of the test is passed to the setting without delay. We will ensure relevant processes are followed when a child/staff member displays symptoms: -Inform the LA using the inbox earlyyears.service@cambridgeshire.gov.uk so 	<p>garden or staffroom depending on weather and time of day (as to what other children were doing). Update 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 will be followed if we have a case at nursery. 			

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	<p>appropriate operational support can be offered. The email will include:</p> <ul style="list-style-type: none"> -Name of setting -Number of children/members of staff with symptoms -Confirmation that the child/member of staff has booked a test <ul style="list-style-type: none"> • 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. • We have Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. • We will ensure a familiar adult, with appropriate PPE stays with them. • We are ensuring that all children have up to date contact details to enable parents/carers to be contacted quickly. • Staff are encouraging children to learn and practise good hygiene habits through games, songs and repetition. 				

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Recruitment	<ul style="list-style-type: none"> We will consider whether interviews can be carried out virtually or out of hours. All legally required checks will be carried out before a new member of staff starts at the setting. 	<ul style="list-style-type: none"> No planned recruitment approaching. 			
Outings	<ul style="list-style-type: none"> Outings will be risk assessed separately to consider: <ul style="list-style-type: none"> -Suitable hand washing facilities -Whether staff and children can stay 2m away from other members of the public -Whether there is adequate ventilation at the venue -How the children will arrive at the venue -Adults must wear face coverings where they are legally required to do so e.g. on public transport or in shops 	<ul style="list-style-type: none"> We intend for our outings to ONLY be outside for the foreseeable future until we review again. We won't be using public transport on outings for the foreseeable future Risk assess outings individually. 	Hanna, Sarah and Natalie to be involved in the risk assessment for outings.	As and when necessary.	

Useful Guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

[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>

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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*