

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 (Third in Charge) Shared with rest of Day Nursery staff team September 2020
Review Date	Ongoing review as a staff team, families and 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). Removed soft toys and furnishings and resources that cannot easily be cleaned. Provide visuals such as posters/floor markings to support social distancing in courtyard area for families. Ensure there is a process in place for the management of deliveries to the setting. 	<p>*Children will be using the outdoor space as well as the indoor space to maximise the play space. As the weather and temperature changes make sure children have appropriate clothing.</p> <ul style="list-style-type: none"> Ongoing review of routine will take place and alterations made when necessary amongst staff team. Organising staff breaks have been discussed. The playroom re-organised to remove unnecessary items to aid cleaning and to give the maximum space. Fire exits haven't been comprised and remain clear, and manual handling has been discussed 	<p>Whole staff team</p> <p>Sarah to email families in weekly update.</p> <p>MT = Management Team</p> <p>On operational plan seen by all staff.</p>	By Friday 25 th September	

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	<ul style="list-style-type: none"> • Staff breaks – see staffroom areas section of this plan. • Children not to self-serve at meal times or snack times to avoid multiple hands touching utensils. 	<p>prior to moving furniture and equipment.</p> <ul style="list-style-type: none"> • Children not able to freely self-choose activities off shelves in each room. • Social distancing poster, chalk markings and display board in place outside for parents/carers. • Gentle reminders for parents through the term about social distancing in the courtyard area. • 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>Sarah</p>	<p>As and when necessary</p>	<p>Ongoing and in place</p>
<p>Cleaning</p>	<ul style="list-style-type: none"> • More frequent cleaning procedures are in place across the nursery, 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, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating are thoroughly cleaned at the end of each break, including chairs, door handles. 	<ul style="list-style-type: none"> • The cleaning contract has been resumed from 15th June, since the summer re-opening and remains in place from September 2020 • A revised cleaning and check list have been in operation since June 2020, incorporating the extra and frequent cleaning required. This continues in September 2020. 	<p>MT = Management Team</p> <p>MT = Management Team</p>		<p>Completed and in place</p> <p>Completed and in place</p>

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	<ul style="list-style-type: none"> ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. ● Where possible surfaces are kept clear to enable cleaning. ● If we are informed that someone has tested positive with covid-19 then any area/room which has been accessed will be secured if possible, for 72 hours then undergo a thorough clean. ● 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. 	<ul style="list-style-type: none"> ● Unnecessary items on shelves and units have been removed, so children aren't coming into contact with multiple toys which then require cleaning. ● Advice will be sought from Department for Education ● 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. 	<p>MT = Management Team</p>		<p>Completed and in place</p>
<p>Catering facilities</p>	<ul style="list-style-type: none"> ● Consideration for food preparation and how to manage social distancing 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 covid-19. ● Food tables to be wiped with pink spray and damp yellow cloth before and after 	<p>Whole Staff Team</p>	<p>Ongoing</p>	<p>Complete and in place</p>

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		meal/snack times, as before covid-19 • Food area floor to be mopped as before covid-19			
Fire Safety	• All emergency escape routes / doors are fully operational and kept clear.	• 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.	Hanna test alarms.		Completed and in place
Drop off and pick up arrangements	<ul style="list-style-type: none"> • Wipes, sanitiser and tissues available at the front door. • Increased cleaning of handles and touch plates. • Floor markings and requesting that only one adult drops off and collects are in place. • Priority will 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 sanitised in the morning. • Smiley faces placed 2 meters apart for social distancing in the courtyard. • Gate way kept clear to avoid parents passing next to each other. 	Whole Staff Team	Ongoing	In place

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		<ul style="list-style-type: none"> Parents to receive operational plan. 			
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. Review of the First Aid policy to include consideration of the risk of infection of covid-19. We always have at least one staff member who has a current paediatric first aid (PFA) certificate on the premises. 	<ul style="list-style-type: none"> No changes to first aid facilities required. No staff on rota fall into vulnerable groups or have medical needs. All staff on the rota have watched PPE video from Cambridgeshire Early Years. Procedure for dealing with suspected case of COVID-19 in Operational Plan. We have 9 staff and 4 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. 	<p>Whole Staff Team</p> <p>Sarah to look into first aid training</p>	<p>Aim to attend by end December 2020</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. 	<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. 	<p>MT = Management Team</p>		<p>In place</p>

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	<ul style="list-style-type: none"> 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"> Hand washing will take place after emptying bins. Outside bin collections have been instructed to commence again. 			
Staff/children within the shielded group	<ul style="list-style-type: none"> Staff/children that meet the criteria as <u>moderate risk of infection</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. 	<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 <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>. 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. 	Sarah and Hanna to ensure risk assessments from contractors have been sought when and if needed.		In place
Property Compliance	<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist is completed every day. 	<ul style="list-style-type: none"> Opening and closing checks are in place and have been reviewed and shared with staff. 	Hanna to complete all health and safety checks.		

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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 and following the use of toilets. • 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. 	<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
Accident reporting Covid-19 incidents	<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> 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. • Public Health England would also be contacted and we would follow their guidance. 	Sarah to report	If needed	

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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. 	<ul style="list-style-type: none"> Only 2 people in the office working at one time. 	Sarah and Viki	Daily	Completed and in place
Personal Protective Equipment	<ul style="list-style-type: none"> Following 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. 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 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
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 	<ul style="list-style-type: none"> Gloves, wipes, paper towels, tissues, covered bin and hand gel all provided in the staffroom. 	All staff agreed these new procedures	Ongoing	In place

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	<p>all staff in the staffroom would need to agree this).</p>	<ul style="list-style-type: none"> • 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. 			
<p>Transmission of Covid-19 within the setting</p>	<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 10 days. A poster will be displayed at all entrances advising adults of this. • Isolation is required by child and staff if a household member displays symptoms and 	<ul style="list-style-type: none"> • We have discussed with the staff team the signs and symptoms and have gone through all new documentation. A pinboard has been allocated to COVID-19 information so at any point staff can seek to find out information quickly. • 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 	<p>As new procedures evolve Sarah to make sure these are available to staff and families.</p>		<p>In place and ongoing</p>

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	<p>hasn't yet been tested, is waiting for test results or has a positive result.</p> <ul style="list-style-type: none"> • 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>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. 			