

Risk Assessment

Childcare Provider	Little Thetford acorns Pre-School
Activity / Task	Covid – 19 Risk Management Assessment
Completed by and date	15 th December 2020
Review date	January 2021


What are the hazards?	Who might be harmed and how?	What is being done already / what are we planning to do?	What further action is necessary? By whom? By when?	Level of risk (low, medium, high)	Done
Transmission of the virus	Staff and children, parents and carers passing on the virus.	<ul style="list-style-type: none"> • All staff are aware of the symptoms of Covid-19 and know how to respond: <ol style="list-style-type: none"> 1) A high temperature – this means that they are hot to the touch on the chest or back (no need to take temperature) 2) A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. (if child usually has a cough it may be worse than usual) 3) Loss or change to sense of smell or taste – this means that the child has noticed that they can not taste or smell anything or that it is different to normal. • No child or staff member to enter Pre-School if they have any symptoms. If they have symptoms they should self 	<ul style="list-style-type: none"> • Keep staff up to date with the latest requirements and procedures (ongoing). • Keep parents and carers up to date with new rules and regulations. • Reminders to parents about masks and social distancing. 	<div style="background-color: #8B4513; color: white; padding: 5px; display: inline-block;">Medium risk</div>	

		<p>isolate and arrange for a test. If the test comes back negative then they are able to return to Pre-School. If the test comes back positive they must isolate at home for 10 days from the day they were tested.</p> <ul style="list-style-type: none"> • If any child is displaying symptoms while at Pre-School, the child will be taken into the lobby area and the door closed to separate them from the rest of the group while waiting for collection. A familiar adult will stay with them and will wear a mask and apron. The windows must be open to allow ventilation. • All children and staff files are kept up to date and are easily accessible for rapid contact of parent/carers. As much information as possible to be gathered regarding each child's circumstances. • The isolation area will be thoroughly cleaned after use with hot soapy water and antibacterial spray. All cloths and PPE used to be disposed of correctly. • The children are encouraged to learn and practice good hygiene habits. This can be done through games, songs and repetition. Adults should model what is expected. • Staff to take their temperature on arrival at the setting, it should be no 	<ul style="list-style-type: none"> • BP/GN to keep these up to date. 		
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		<p>higher than 37.8 degrees. Children will have their temperatures taken only when necessary.</p> <ul style="list-style-type: none"> • Staff attending working across other settings should change clothing before starting work. • Frequent hand washing and use of sanitizer, in particular: On arrival Before eating After being outside Before leaving setting • No car sharing by staff (use of own cars only) • Staff to avoid non-essential use of public transport and follow social distancing rules outside of Pre-School. 	<ul style="list-style-type: none"> • RJ to ensure this is put into action. 		
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Social distancing in the setting.	Staff and children unable to social distance.	<ul style="list-style-type: none"> • Staff and children are all in one space as we have one large room. Staff are socially distancing from each other where possible, if not possible then a mask must be worn. • Masks must be worn in the office unless eating or drinking and only 2 people are allowed in at a time. • The same members of staff are in setting consistently. Numbers of children are lower over lunch times so this enables staff to take a break without the need for cover. • Details of all children and staff are kept in individual files and on the computer in the office. These are kept up to date on a regular basis and are readily available if required. • Fire exit routes are kept clear at all times. The layout of the setting had been arranged in a way that allows space for everyone to move around and avoids pinch points. 	<ul style="list-style-type: none"> • TS, KA and GC to use the kitchen for lunch breaks. 	Medium	

<p>Social distancing in the setting.</p>	<p>Staff and children.</p>	<ul style="list-style-type: none"> • All areas of the setting are being used every day. • Posters have been put up to remind staff of the 2 Meter rule. • The setting operates a free flow policy, the door to that garden is open throughout most of the day and all children are encouraged to use this space. • The windows should be left open at all times allowing fresh air to circulate throughout the room. Ventilation is important but room temperature must also be comfortable. • The toddler group that is normally held on a Monday morning has not been running since March and will not be running in the foreseeable future. • Face coverings should be worn by both staff and parents/carers, when greeting each other at the main door at the beginning and end of the session. • Staff to always wear Personal Protective equipment when helping in the toilet areas and these should be disposed of appropriately. 	<ul style="list-style-type: none"> • BP to Update when necessary. • To be reviewed by KH in the new year. 		
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<p>Social distancing in the setting.</p>	<p>Parents / carers</p>	<ul style="list-style-type: none"> • Parents/carers to wear masks when dropping off and collecting their child. • Visuals are in place to support 2 Meter social distancing rules, posters on the gate and door and floor markings outside the front of Pre-School. • Parents and carers will not be permitted to enter the building unless it is for emergency reasons or they are coming for their taster session. Taster sessions will be no longer than 1 hour and the parent/carer must only stay in the lobby. They will be made aware of the system of controls and must wear a mask, follow social distancing rules, use hand sanitizer before entering and sign in with their contact details. • Accident forms and feedback can be shared at a distance at the end of the session. • Wipes and hand sanitizer will be available outside main door. 			
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<p>Social distancing in the setting.</p>	<p>Visitors to the setting.</p>	<ul style="list-style-type: none">• Visitors to the setting will only be allowed entry for vital work and after a risk assessment has been completed. This must be done outside of Pre-School hours where possible. Visitors coming into the building must wear a face covering and comply with the 2 Meter rule. They will be asked to wash hands on entry and to sign in. Surfaces must be cleaned thoroughly after the visitor has left.• External providers that are not directly required for children's health and well being should be suspended.• All visits will be recorded in the visitors log.• Deliveries must be left outside the building. Staff will bring in any parcels and sanitize them, these should be left in a safe space for up to 72 hours. Staff should wash hands after touching the parcel.			
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<p>Social distancing in the setting.</p>	<p>Committee</p>	<ul style="list-style-type: none">• Communication between committee and staff will either be by telephone or via zoom where possible. When matters are more urgent or need to be done face to face, those committee members must follow all guidelines set out in the visitors to the setting risk assessment.• Committee meetings that are held should be via zoom, staff are able to attend in person but must socially distance.			
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Cleaning furniture and equipment.	Staff and children touching unclean surfaces.	<ul style="list-style-type: none"> • The cleaning will be done by 2 members of staff each evening. This will include a thorough clean of the toilets, main room, kitchen and cloakroom. Every Friday evening a cleaning company will clean the setting. • More frequent cleaning procedures are in place, this means that the high traffic areas are cleaned regularly throughout the day. Toilets are cleaned and tidied often. Areas that need regularly sanitizing include – Toilets, toilet doors, sinks and taps Nappy changing equipment Door handles and light switches Tablets, computers and office equipment Telephones Electronic signing in board Door buzzer • Surfaces should be kept clear wherever possible to enable cleaning to easily take place. Surfaces should be cleaned with hot soapy water and with a sanitizing spray. The children should not be near these areas while they are being cleaned. 	<ul style="list-style-type: none"> • Lunch time cleaning check list in risk assessment folder, to be completed at lunch times by a member of staff. 	Low	

		<ul style="list-style-type: none"> • If a child or staff member tests positive, then the Pre-School must temporarily close for 72 hours and undergo a thorough clean. • Outside play equipment will be cleaned at the end of each session, wiping down large ride on toys and equipment. • Resources have been reduced. Difficult to clean items have been removed from the setting. Some soft furnishings have been removed and those that have been kept are washed on a hot wash at the end of each day. • Playdough is replaced each day. • Sand is sprayed each day with a disinfectant spray at the end of the week replaced with fresh sand. • Water is changed at least once a day. • All water, sand and playdough toys are put through a hot wash in the dishwasher at the end of the day. 			
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Waste management.	Staff and children.	<ul style="list-style-type: none"> • The bins in the main room and kitchen area both have lids and work with a pedal mechanism. • Bins in the toilet areas are open, only paper towels are put into these. 		Low	

		<ul style="list-style-type: none"> • Bins are emptied twice a day, at lunch time and at the end of the day. • Staff that empty the bins must dispose of the contents appropriately in the outside bins and should wear disposable gloves. Hands should be washed thoroughly with soap and water after the task is complete. 			
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Fire Safety	Staff and children.	<ul style="list-style-type: none"> • All emergency escape routes are to be kept clear at all times. • If the fire alarm is activated, staff should be reminded that they should keep a 2 Meter distance whenever possible. 		Low	

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First Aid Incidents/ accidents	Staff/children	<ul style="list-style-type: none"> • First aid kits are stocked and easily accessible. All staff know where they are situated within the setting. • Staff and children with medical needs been risk assessed and all relevant consents are in place. • First aid policy has been reviewed and the risk of infection has been taken into consideration. 	<ul style="list-style-type: none"> • Stock to be monitored by GN/RJ. • These must be updated regularly GN/RJ. • Consideration of PPE when dealing with more vulnerable children or close contact incidents, ie asthma. 	Medium/High	

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Clinically extremely vulnerable group	Staff/children within the clinically extremely vulnerable group	<ul style="list-style-type: none"> • Staff /children that have been identified as being clinically vulnerable have had a risk assessment completed and any control measures that can be put in place have been implemented. 	<ul style="list-style-type: none"> • We currently have no staff or children that come under this group. 	Low	

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Property Compliance	Staff and children	<ul style="list-style-type: none"> Daily checks are in place and completed every morning. Toilets and sinks are used regularly every day. The shower in the disabled toilet is washed through weekly. 		Low	

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Hygiene standards	Staff and children	<ul style="list-style-type: none"> Soap and hand sanitizer are stocked up and dispensers are filled every day. Warm water is available at all times for hand washing. Hand sanitizer is available outside of the main door for parents/ carers to use and also in the office. Children and staff wash hands on arrival and before leaving the setting. Hands are washed when coming in from outside, before eating, after using the toilets, after using a tissue. Windows are kept open for most of the day, the door to the garden is open for most of the session to allow 	<ul style="list-style-type: none"> Reminders of hand washing/not sharing food/ using a tissue etc.. 	Low/medium	

		<p>for good ventilation. Windows are adjusted depending on the temperature of the room to try to balance temperature and air flow.</p> <ul style="list-style-type: none"> • The outdoor space is used for most of the day, the door to the garden is closed for lunch but windows are kept open. • Hand sanitizer is kept out of reach of the children. 			
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Reporting Covid-19		<ul style="list-style-type: none"> • If a member of staff has become ill due to exposure in the setting, RIDDOR must be informed. • If a child or staff member has a confirmed case of covid-19, we will contact the CCC Early Years Service using earlyyears.service@cambridgeshire.gov.uk • The LA will carry out a risk assessment based on the information that they have been given and work with us to implement it. • If an outbreak or confirmed case occurs, the setting will be responsible for communicating with parents and staff. • The setting will monitor the level of absences and if concerned that an 			

		<p>increase is due to Covid-19, will notify the PHE HPT.</p> <ul style="list-style-type: none"> If cases are detected within the setting, PHE local Health Protection Team will be contacted and a rapid investigation will take place to determine the appropriate course of action to take. 			
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PPE	Staff and children	<ul style="list-style-type: none"> PPE will be used as always with intimate care, this will mean the use of a disposable apron and gloves. Staff may wish to wear a mask but it is not required. PPE will be kept stocked up and available for staff to access easily. All staff are trained in how to put on and off PPE correctly and correctly dispose of it. Staff will not share PPE and should use gloves and aprons only once before disposing of them in the correct way. 	<ul style="list-style-type: none"> RJ to monitor stock levels. 		

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Office area/staff room	staff	<ul style="list-style-type: none"> No more than 2 staff should be inside the office at any time and should be spaced 2 Meters apart. Staff should wear a mask unless they are eating or drinking. Lunch times are staggered where possible so that no more than 2 people are needing to use the space, staff should eat in the kitchen where possible. Staff should wipe down desks and computers after using the space and ensure that all personal items are packed away. The window should always be open to allow ventilation. 	<ul style="list-style-type: none"> Consider the use of masks where social distancing is compromised as it is such a small space. Where necessary lunch breaks should be taken in the kitchen, TS, GC, KA. 	Medium	

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Catering/food preparation	children	<ul style="list-style-type: none"> Snack is not being provided by the Pre-school at present. Children are bringing in snacks and lunches from home. Staff members that are supervising snack and lunch times must wear a white disposable apron, if hair is long 		Low	

		<p>it should be tied back and hands should be washed thoroughly.</p> <ul style="list-style-type: none"> • Tables and chairs are wiped down with hot soapy water and antibacterial spray before use and between each child using them. • The kitchen area must always be kept clear and clean, sides to be wiped down with hot soapy water and an antibacterial spray. • All children will wash hands before eating. • Parents are asked to clean lunch boxes and drink bottles thoroughly with hot soapy water each day. 			
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Outings	Staff and children/public	<ul style="list-style-type: none"> • Outings should be risk assessed before they take place. • Hand washing facilities should be available to staff and children. • The risk assessment should include, being able to stay 2 Metres away from members of the public and staff being able to keep this distance from each other as much as possible. • Face coverings must be worn by staff where legally required. 	<ul style="list-style-type: none"> • These all apply to forest school. Separate risk assessment completed for this. 	Low	

