

## Little Oaks Nursery Acomb CIO Covid-19 Risk Assessment

### Establishment Details

<b>Childcare Provider:</b>	Little Oaks Nursery Acomb CIO
<b>Address:</b>	C/O Acomb First School, Main Street, Acomb Hexham Northumberland NE46 4PL
<b>Manager:</b>	Catherine Fergus
<b>Date Assessment Completed:</b>	20/08/2020 20/10/2020 18/12/2020 04/01/2021

### Movement Around the Setting

Hazard	Control Measure
Entrance and exit to the setting causing people to congregate compromising social distancing.	<ul style="list-style-type: none"> <li>● Stagger drop off and collection times for those families who drive to nursery.</li> <li>● Create a rolling drop off with cars waiting above the setting and rolling down to meet staff to drop off their children.</li> <li>● One way system, coming in through the school entrance and out from the nursery gate.</li> <li>● Discourage parents who walk to nursery from gathering together in the yard outside and implement social-distancing of at least 1 metre outside the setting.</li> <li>● All parents will be expected to wear a face covering when dropping off or picking up and if they have to enter the setting.</li> </ul>
Travels and Outings	<ul style="list-style-type: none"> <li>● There will be no outings for the present time.</li> </ul>
Increased numbers during school breaks and drop off and collection compromising social distancing	<ul style="list-style-type: none"> <li>● Keep to our small nursery yard when the school children are out and about.</li> <li>● There will be no more than 15 children each session creating small “bubbles”</li> <li>● Access to outdoors will be available every day regardless of the weather from 9.30 until 11.45 and 12.30 until 2.45. This will help avoid parents dropping off and collecting their children.</li> </ul>
Increased numbers during lunchtime compromising social distancing	<ul style="list-style-type: none"> <li>● Children will eat lunch in the classroom to avoid contact with other classes and staff throughout school.</li> <li>● Staff will stagger lunches and eat in the setting to avoid contact with other staff throughout the school.</li> </ul>

Spread of the virus due to increased numbers of people within the setting	<ul style="list-style-type: none"> <li>• Only 1 adult per child allowed in the setting and only if necessary where a child will not settle without their parent coming into the nursery room. A face covering will be expected to be worn by the parent.</li> <li>• Only 1 adult to drop off and collect from the yard to avoid large numbers on the premises.</li> <li>• Wherever possible no siblings to accompany the adult.</li> </ul>
Inadequate social distancing measures leading to the spread of the virus	<ul style="list-style-type: none"> <li>• Due to the low number of children in the setting all members of staff will work throughout the sessions to ensure working from 8am until 6pm.</li> <li>• The student will work with one bubble of children on the day she is in the setting. Unless we are in lockdown then the student will not attend.</li> <li>• No more than 15 children a session in each “bubble”</li> </ul>

#### Premises Related Matters

Hazard	Control Measure
Changes for children, families staff and student e.g. one-way system, storing of belongings	<ul style="list-style-type: none"> <li>• One-way system in place, entering school gate and leaving nursery gate.</li> <li>• Staggered drop off and collection times.</li> <li>• Rolling drop offs in cars.</li> <li>• Eating lunch in the setting.</li> <li>• Coats and belongings being stored in drawers not hung in the cloakroom.</li> </ul>
First aid procedures – reduced numbers of first aiders and paediatric first aider	<ul style="list-style-type: none"> <li>• Most staff are paediatric first aid trained.</li> <li>• Update in training whenever necessary and available.</li> <li>• Additional PPE is available and can be used to administer First Aid.</li> </ul>
Fire Procedures	<ul style="list-style-type: none"> <li>• Fire procedure as normal.</li> <li>• Ensure social-distancing guidelines are adhered to at fire assembly points with no mixing of nursery and school bubbles.</li> </ul>
Water hygiene-management of legionella (where appropriate)	<ul style="list-style-type: none"> <li>• Water hygiene management plan is in place and has been implemented during the school holiday closure.</li> </ul>
Using and monitoring new practices to reduce the risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>• Training of all staff via Teacher Training Day briefing prior to start – to include contents of this Risk Assessment, to include the alternative layouts and any changes to fire evacuation routes, the use of PPE, cleaning arrangements, the location of our designated room for suspected cases and procedures to follow. Any updates to this procedure will be disseminated immediately to the staff.</li> <li>• Training of the student prior to start – to include contents of this Risk Assessment, to include the</li> </ul>

	<p>alternative layouts and any changes to fire evacuation routes, the use of PPE, cleaning arrangements, the location of our designated room for suspected cases and procedures to follow. Any updates to this procedure will be disseminated immediately to the student.</p> <ul style="list-style-type: none"> <li>• Staff Whatts-App set up for consistent clear communications across all staff.</li> <li>• Student will be kept informed using Whatts-App.</li> <li>• All staff will monitor arrangements throughout the day and discuss with Manager or Deputy Manager so that dynamic actions can be taken where needed. This ensures all staff can raise concerns or make suggestions. The student will be encouraged to do so too.</li> <li>• Review Setting Policies and Procedures – including safeguarding – to include coronavirus (COVID-19).</li> </ul>
Setting to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>• Staff and student should wherever possible adhere to social-distancing rules, chairs should be placed apart and unnecessary gatherings should be avoided.</li> <li>• Enhanced cleaning regimes to be followed (see below)</li> <li>• Reduce the use of communal areas such as the kitchen space e.g. when making teas and coffees or using the microwave.</li> </ul>
Ventilation to reduce spread	<ul style="list-style-type: none"> <li>• Open windows on entry to the setting and prop the outside door open during the times set out above (bearing in mind fire safety, security and safeguarding)</li> </ul>
Management of waste	<ul style="list-style-type: none"> <li>• Ensure the tissue bin is used for all tissue waste and that they are checked and emptied throughout the day.</li> </ul> <p>Follow the guidance on the disposal of waste such as used fluid resistance masks etc. using <b>Safe-working in education childcare and children’s social care including the use of PPE.</b></p>
Outdoor Play	<ul style="list-style-type: none"> <li>• Outdoor small yard to be open all day (for exact times see above)</li> <li>• The setting will use the big yard and the field when the school are not using it to avoid bubbles crossing and to allow the school children more space in both areas.</li> <li>• The woods will be accessed using the Forest School Risk Assessment when appropriate.</li> </ul>

#### Cleaning and Reducing Contamination

Hazard	Control Measure
Using play equipment with multiple use	<ul style="list-style-type: none"> <li>• Appropriately cleaned at the end of each day</li> </ul>
Shared resources and equipment increasing the risk	<ul style="list-style-type: none"> <li>• All children have their own apron, pencil, coloured pens, whiteboard, marker, playdough, scissors, pritt stick and glue stick in their named drawer. Paint, paper etc. will be handed to them by staff and cleaned</li> </ul>

of the spread of Covid-19	<p>regularly.</p> <ul style="list-style-type: none"> <li>• All children now have nursery water bottles which will be cleaned thoroughly and sterilized for use in nursery. They will be filled and placed in the child's named drawer to use throughout the day.</li> <li>• Enhanced cleaning regimes are in place, including tables, chairs and toilets having regular cleaning throughout the day. Toys that have been in children's mouths will be dealt with immediately</li> <li>• Limited use of equipment and resources with a weekly deep clean where necessary.</li> <li>• Anti-bacterial spray and disinfectant are in place.</li> </ul>
Contaminated surfaces spreading virus	<ul style="list-style-type: none"> <li>• Remove unnecessary items from the playroom and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items that cannot be easily cleaned such as soft toys.</li> <li>• Sand, water and messy play needs to be single use only, provide each child with their own tray, which is cleaned after each use.</li> <li>• Minimise toys to make cleaning regimes easier, if toys are unable to be washed easily or clean easily then don't use them.</li> <li>• Label resources for when they were last used – 72 hours in between use.</li> <li>• Book box for each day and rotated 72 hours after use</li> <li>• Follow government cleaning guidance if someone becomes ill with suspected COVID-19 at the setting.</li> </ul>
Cleaning staff and hygiene contractor's capacity – providing additional requirements	<ul style="list-style-type: none"> <li>• Discuss with Caretaker and cleaning staff the additional cleaning requirements and rota this in to the working day to help out.</li> <li>• Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</li> <li>• See safe-working in education childcare and children's social care including the use of PPE and COVID-19 decontamination in non-healthcare settings.</li> </ul>
Sufficient hand washing facilities for staff, student and children	<ul style="list-style-type: none"> <li>• Where a sink is not nearby, provide supervised access to hand sanitizer e.g. on the field, at the woods and in the yard.</li> <li>• Plan in regular frequent handwashing throughout the day, e.g. on entering the building, before and after snack and lunch, before leaving.</li> </ul>
Additional time for staff, student and children to carry out hand washing	<ul style="list-style-type: none"> <li>• Frequent handwashing (as above).</li> <li>• Stagger wherever possible to regular access to hand washing facilities throughout the day.</li> </ul>
Hand washing practice with children	<ul style="list-style-type: none"> <li>• Review the guidance on hand washing and monitor, introduce a handwashing song.</li> <li>• Ensure help is available for the children who may have trouble washing their hands independently.</li> <li>• See guidance and resources available at e-bug Information about the coronavirus (COVID19).</li> </ul>

Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>• Monitor stocks of supplies carefully and maintain a good supply of stocks.</li> <li>• Where needed use regular detergents and bleach.</li> <li>• Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</li> </ul>
Toilets being overcrowded	<ul style="list-style-type: none"> <li>• Limit the number of children who use the toilet facilities at one time.</li> <li>• Visiting the toilet one after the other if necessary.</li> <li>• Toilets should be cleaned after each use.</li> </ul>

#### Staff Related Issues

Hazard	Control Measure
Inadequate training for Managers on completion of RA for COVID-19, leading to anxiety and lack of the reassurance needed for staff	<ul style="list-style-type: none"> <li>• Guidance, risk assessment and checklist provided to Childcare Providers support will be via your Early Years &amp; Childcare Adviser.</li> </ul>
Insufficient staff capacity to deal with increased numbers of children – Shortage of staff to maintain EYFS ratios	<ul style="list-style-type: none"> <li>• If there are any shortages of staff, use the DfE list to prioritise who is offered a place based on staff availability.</li> <li>• Follow the Early Years Foundation Stage (EYFS) for staff ratios where possible and follow the Disapplication Guidance.</li> </ul>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes	<ul style="list-style-type: none"> <li>• Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</li> <li>• If appropriate, seek GP or occupational health advice.</li> </ul>
Staff and student understanding of new changes – safe practice at the setting	<ul style="list-style-type: none"> <li>• Talk to and involve staff and student with the planning (for example, safety measures, timetable changes and staggered arrival and departure times).</li> </ul>
Accessing testing arrangements are clear for all staff and student	<ul style="list-style-type: none"> <li>• Access to testing is already available to all essential workers.</li> <li>• You can apply for the coronavirus (COVID-19) test on the Gov.uk website.</li> </ul>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff (the student will not be expected	<ul style="list-style-type: none"> <li>• If a child, becomes unwell with symptoms of coronavirus (COVID-19) while in the setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</li> <li>• If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>

to deal with this)	<ul style="list-style-type: none"> <li>• Ensuring that fluid resistant face masks are available and a supply is maintained.</li> <li>• Face visors available and a supply maintained.</li> <li>• See the government guidance on safe-working in education childcare and children’s social care including the use of PPE.</li> </ul>
Assessment of all staff, student, including high risk staff with vulnerable /shielding family member, underlying health conditions or other risk factors	<ul style="list-style-type: none"> <li>• A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff and the student especially those who may be anxious.</li> <li>• Government guidance on shielding and protecting extremely vulnerable persons and staying alert and safe social distancing clinically vulnerable people should also be followed when considering staffing arrangements.</li> </ul>
Staff and students use of PPE	<ul style="list-style-type: none"> <li>• PPE will be used in the usual way e.g., aprons at mealtimes, aprons and gloves during intimate care and first aid.</li> <li>• Face visors are available for staff and the student if they wish to use them.</li> <li>• Follow government guidance about Coronavirus (COVID-19) Early Years and Childcare closures.</li> </ul>
Use of PPE / lack of understanding	<ul style="list-style-type: none"> <li>• Adequate training / briefing on use and safe disposal.</li> <li>• Follow government guidance on putting on and taking off standard PPE and above guidance on use in education settings.</li> </ul>
Dealing with suspected and confirmed cases	<ul style="list-style-type: none"> <li>• Follow government guidance on What Happens if Someone Becomes Ill and What Happens if There is a Confirmed Case of Coronavirus (COVID-19) in a Setting.</li> <li>• Ensure accurate records of staff and children are maintained to enable public health contact tracking and test regimes</li> </ul>

#### Child Related Issues

Hazard	Control Measure
Vulnerable groups who are clinically, extremely vulnerable	<ul style="list-style-type: none"> <li>• Parents should follow medical advice if their child is in this category: Guidance on Protecting People Most-likely to Get-unwell from Coronavirus.</li> <li>• Or if someone within their household is in this category: Guidance on Shielding and Protecting Extremely Vulnerable Persons from Covid-19</li> </ul>
Member of a bubble group becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they will be moved to an area where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision (the student will not be included in supervising this situation). Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff.</li> <li>• Ensure suitable PPE (including fluid resistant face mask) is available at this location.</li> </ul>

## Provision of Food

Hazard	Control Measure
Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/contamination	<ul style="list-style-type: none"> <li>Follow usual food safety and hygiene procedures and government guidance for Catering Establishments Safely During Coronavirus (COVID-19).</li> <li>Ensure Health and Safety policies are followed.</li> </ul>
Food that is able to be prepared on premises is compliant with COVID-19 health and hygiene guidance	<ul style="list-style-type: none"> <li>As above.</li> </ul>
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> <li>Staff who are providing food to follow government guidance for Catering Establishments Safely During Coronavirus (COVID-19).</li> </ul>

## Communicating with Parents and Others

Hazard	Control Measure
Parents, contractors and other staff entering or working in the setting	<ul style="list-style-type: none"> <li>Tell parents, carers or any visitors, such as suppliers, not to enter the childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Visitors will only be allowed to visit the setting out of hours. If any parent needs to enter the setting they will wear a face-covering.</li> </ul>
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside setting hours</li> </ul>
Communications to parents, staff and the student	<ul style="list-style-type: none"> <li>Regular communications via Whatts-App group and email, update emergency contact details for all children</li> </ul>
Parent aggression due to anxiety and stress	<ul style="list-style-type: none"> <li>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.</li> </ul>

## Manager recommendations – Additional control measures or actions

Section	Actions/Additional Control Measures	Date action to be carried out by	Person responsible


Sign Off

Signed by Manager:	Catherine Fergus
Date signed:	20/08/2020 20/10/2020 18/12/2020 04/01/2021

The outcome of this assessment is to be shared with all staff, parents and student