

Risk Assessment



Childcare Provider	Little Thetford acorns Pre-School
Activity / Task	Covid – 19 Risk Management Assessment
Completed by and date	Gemma Norman / November 2021
Review date	Ongoing/Live document

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
Children and staff travelling from abroad	Children and staff	<ul style="list-style-type: none"> Staff should notify management if they plan to travel abroad so that contingency plans can be put in to place in case they need to isolate on return. Children and staff members should follow government guidelines on self-isolation on return and should refer to the appropriate list of countries for more information. 		Medium	

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
Positive case within the setting	Staff and children	<ul style="list-style-type: none"> Close contacts will be identified by the NHS test and trace service – adults over 18 who have not received two vaccinations will be required to self-isolate on contact with a positive case. Adults who have received two does of vaccine more than two weeks previously will be advised to take a PCR test. Anyone in contact with a confirmed or suspected case of the omicron variant 		High	

		<p>will be required to isolate and take a PCR test – regardless of vaccine status.</p> <ul style="list-style-type: none">• If a member of staff has become ill with Covid-19 due to exposure at Acorns, RIDDOR must be informed using the online form and cases of Covid-19 should be reported to the LA as soon as possible using the Early years Covid-19 information sharing form.• The management team will complete the support Request Form if the number of cases within 10 days in staff and children: Increases rapidly or 5 cases or 10% of the cohort or single hospitalization or death due to Covid-19.• The management team will notify Ofsted of any confirmed cases within the setting	<p>Gemma/Rachel</p> <p>Gemma/Rachel</p> <p>Rachael c/Gemma</p>		
--	--	--	--	--	--

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
The staff team contracting Covid-19	Staff	<ul style="list-style-type: none"> • Staff are encouraged to take up the vaccine and will be able to attend vaccine appointments • Staff are encouraged to take lateral flow tests twice weekly and share results with the setting, they should report their result to the national system online. • Staff or children that meet the clinically vulnerable criteria will have a risk assessment and control measures should be put into place where needed. • Pregnant or new mothers will be risk assessed and control measures will be put in place where needed. 		Medium	

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
Child or staff displaying symptoms whilst in the setting		<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. • Adults that display symptoms should take a PCR test. • If a staff member tests positive with a LF test they should stay home and book a PCR test to confirm the result. • If a staff member or child develop symptoms, they should be sent home and advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. Their fellow adult household members will be advised to follow current NHS guidance on self-isolation. 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 		Low/Medium	

		<p>contacts to take place: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <ul style="list-style-type: none"> • The isolation period includes the next full 10 days • The manager will support the family/staff member to ensure the outcome of the test is passed on to the setting without delay • Any child displaying symptoms will sit in the cloakroom until they are collected • An adult wearing appropriate PPE will sit with the child and then thoroughly clean the area after the child has gone • If a child or staff member tests positive, OFSTED must be informed. 	<p>Gemma/Rachel</p> <p>Gemma/Rachael C</p>		
--	--	--	--	--	--

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
<p>Transmission of the virus within the setting - ventilation</p> <p>- enhanced cleaning</p>	<p>Staff and children, parents and carers passing on the virus.</p>	<ul style="list-style-type: none"> • The windows should be open. This allows fresh air to circulate throughout the room. Ventilation is important to clear covid-19 particles in the air. Staff will adjust the windows to suit the weather while keeping the temperature comfortable. Toilet windows should be left open and the kitchen window can be opened when the room is in use. • We will use our outdoor area as much as possible throughout the day • More frequent cleaning procedures are in place, this means that the high traffic areas are cleaned throughout the day. Toilets are cleaned and tidied often. Areas that need regular sanitizing include – Toilets, toilet doors, sinks and taps Nappy changing equipment Door handles Tablets, Computers and office equipment Telephones Electronic signing in board Door buzzer 	<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. <p>All staff are responsible</p>	<p>Medium risk</p>	

		<ul style="list-style-type: none">• 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.• If someone tests positive for covid-19, the Pre-school should be thoroughly cleaned• 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.• 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.• Ensure that the COSHH risk assessment for cleaning has identified the correct PPE to be worn when cleaning.	Rachel will ensure this is kept up to date		
--	--	--	--	--	--


<p>- face coverings</p>		<ul style="list-style-type: none"> • All staff are aware of how to safely wear and remove face coverings. Staff should not wear visors alone but may choose to wear a visor in addition to a face covering. • Any parents/carers coming into the setting should wear a face mask (Nov 21) • We encourage staff to wear masks when using certain areas of the setting. (exceptions may apply) Acorns will be understanding of any staff or parents/carers that are not required to wear a face covering. 	<p>All staff have been directed to where they can find this information</p> <p>Parents emailed Nov 21</p> <p>All staff are aware</p>		
<p>-Spread of Covid within the setting</p>		<ul style="list-style-type: none"> • No child or staff member should be inside Pre-School if they have any of the symptoms listed above due to risk to others. Staff can use their reasonable judgement to protect others from infection. Any decision to refuse a child should be carefully considered using public health advice. • 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 			

		<p>with them. PPE above what would normally be worn will not be necessary unless in close contact with the child. The windows must be open to allow ventilation.</p> <ul style="list-style-type: none"> • 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 main playroom must also be cleaned after the child leaves. • 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 and promote the catch it, kill it, bin it. • Frequent hand washing and use of sanitizer, in particular: On arrival Before eating After being outside Before leaving setting • Car sharing by staff is not encouraged. • The setting has a supply of soap and warm water available. 	<p>Beverley/Gemma</p>		
--	--	--	-----------------------	--	--

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
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 will social distance as much as possible while inside the building. • Numbers of children can be reduced following the contingency plan if needed in the case of an outbreak. Currently all children are able to mix within the setting. • We encourage staff to wear masks when using certain areas of the setting. The office is a small room with little space to move around and staff should be aware that people at one time is the maximum within that space. • The same members of staff are in setting consistently. We have a very small staff team so this is easy to do. • Details of all children and staff are kept in individual files and on the computer in the office. These are kept 	<ul style="list-style-type: none"> • Helen, Kara and Gina to use the kitchen for lunch breaks when appropriate. 	Medium	

		<p>up to date on a regular basis and are readily available if required.</p> <ul style="list-style-type: none">• Fire exit routes are kept clear at all times. The layout of the setting has been arranged in a way that allows space for everyone to move around and avoids pinch points.			
--	--	---	--	--	--

<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.• 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 open. This allows fresh air to circulate throughout the room. Ventilation is important to clear covid-19 particles in the air. Staff will adjust the windows to suit the weather while keeping the temperature comfortable.• The toddler group that is normally held on a Monday morning has not been running since March 2020 and will not be running in the foreseeable future.• Staff to always wear Personal Protective equipment when helping in the toilet areas and these should be disposed of appropriately.			
--	----------------------------	---	--	--	--

<p>Social distancing in the setting.</p>	<p>Parents / carers</p>	<ul style="list-style-type: none"> • Parents and carers should not enter the setting unless it is absolutely necessary for them to do so. They will be made aware of the system of controls and use hand sanitizer before entering and sign in with their contact details. • Wipes and hand sanitizer will be available outside main door. • Up to date arrangements will be given to parents and carers with as much notice as possible 			
<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. They will be asked to sanitize hands on entry and to sign in. Surfaces must be cleaned after the visitor has left. • All visits will be recorded in the visitor's log. • Deliveries must be left outside the building. Staff will bring in any parcels and sanitize them. Staff should wash hands after touching the parcel. 			

Social distancing in the setting.	Committee	<ul style="list-style-type: none">• Communication between committee and staff should preferably be via zoom/email/whatsapp• All staff are encouraged to sign up to and agree to take part in the LFT (Lateral Flow Testing). All staff will test twice a week including throughout the holidays. Staff will report their results to NHS test and trace.• Committee meetings will be held via zoom			
-----------------------------------	-----------	---	--	--	--

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
Cleaning furniture and equipment.	Staff and children touching unclean surfaces.	<ul style="list-style-type: none"> Resources have been reduced slightly. Extremely difficult to clean items have been removed from the setting. Soft furnishings should be washed on a hot wash at the end of each day. Playdough is replaced each day. All toys are cleaned along with the rest of the Pre-School at the end of the day. Most soft furnishings have been removed. Those that are still in the Pre-school are washed regularly 		Low	

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
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. Bins are emptied twice a day, at lunch time and at the end of the day and should be thoroughly cleaned at the end of each day. Staff that empty the bins must dispose of the contents appropriately in the 		Low	

		outside bins and should wear disposable gloves. Hands should be washed thoroughly with soap and water after the task is complete.			
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
Fire Safety	Staff and children.	<ul style="list-style-type: none"> All emergency escape routes are to be kept clear and doors should be fully operational. 		Low	

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
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 have 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 in close contact incidents, ie asthma. 	Medium/High	

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
Clinically extremely vulnerable group	Staff and children previously within the clinically extremely vulnerable group	<ul style="list-style-type: none"> Staff that have been identified as being clinically extremely vulnerable should follow the same rules as all other staff unless they receive personal advice from a specialist or clinician. No child under 8 is now shielded unless otherwise specified by a specialist. 	<ul style="list-style-type: none"> We currently have no staff that come under this group. 	Low	

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
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	

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
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 for hand washing. • Hand sanitizer is available outside of the main door for parents/ carers to use and in the office. Children and staff wash hands on arrival and before leaving the setting. Hands are washed 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 for good ventilation. Windows are adjusted depending on the temperature of the room to try to balance temperature and air flow. • The outdoor space is used for most of the day, the door to the garden is closed for lunch but windows are kept open. 	<ul style="list-style-type: none"> • Reminders of hand washing/not sharing food/ using a tissue etc.. 	Low/medium	

		<ul style="list-style-type: none"> Hand sanitizer is kept out of reach of the children. 			
--	--	--	--	--	--

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
Recruitment		<ul style="list-style-type: none"> All checks will be carried out before a new member of staff is able to start at the setting Inductions for staff will include covid related arrangements Interviews will be held at the setting but candidates will be required to follow the rules set out by the Pre-school 			

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
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. PPE will be kept stocked up and available for staff to access easily. 	<ul style="list-style-type: none"> RJ to monitor stock levels. 		

		<ul style="list-style-type: none"> • All staff understand 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. 			
--	--	---	--	--	--

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
Office area/staff room	staff	<ul style="list-style-type: none"> • Staff should be mindful when in smaller rooms (Kitchen and office) or spaces that others may prefer to keep their distance. • Staff should wipe down desks and computers after using the space and ensure that all personal items are packed away. • The windows should always be open to allow ventilation. 	<ul style="list-style-type: none"> • Where necessary lunch breaks should be taken in the kitchen, HR, GC, KA. 	Medium	

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

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 it should be tied back in a band and hands should be washed thoroughly. Staff should not be eating when serving snack to the children. • Tables are wiped down with hot soapy water and antibacterial spray 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. • If baking with the children, all of the above procedures must be in place and children should also be made aware of the hygiene practices to be followed, hair tied back, hands washed etc.. Where possible children should have their own individual equipment and ingredients. 		Low	
---------------------------	----------	--	--	-----	--

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
Outings	Staff and children/public	<ul style="list-style-type: none"> • Outings should be risk assessed before they take place, taking into consideration ventilation, hand wash facilities and space. • The 2 Metre rule is no longer required but the amount of space should be taken into consideration when completing a risk assessment. • Adults will wear face coverings when inside venues where it is legally required. 	<ul style="list-style-type: none"> • These all apply to forest school. Separate risk assessment completed for this. 	Low	