

Little Acorns Childcare

Coronavirus (COVID-19): risk assessment for staff, parents and children

Assessment conducted by: Emma Smith and Louise Mullen	Job title: Owners	Covered by this assessment: <u>children, staff</u> and <u>parents</u> .
Date of assessment: Aug 2020	Review interval: weekly once we open	Date of next review: Oct 2020

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<u>H</u>	<ul style="list-style-type: none"> • All staff are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The nursery keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE • Staff are made aware of the nursery's infection control procedures in relation to coronavirus via <u>email/group page</u>. • Parents are made aware of the nursery's infection control procedures in relation to coronavirus via <u>class dojo</u> and <u>social</u> 	<u>Y</u>	<u>Owner</u>	<u>On going</u>	<u>M</u>

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		<p>media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> All children will be monitored closely by staff and if they become unwell with a temperature or a cough will be sent home. Confidentiality of staff and children are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the nursery reminding children to wash their hands, e.g. before entering nursery. Children wash their hands with soap before and after snack times and lunchtimes for no less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Staff will wash hands before all food prep or food handling. Staff will practice correct hygiene when changing nappies by wearing gloves or thoroughly washing hands after they have changed a child's nappy. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Children do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use. Our opening and closing times have changed to allow time for staff 	Y	Emma Smith	On going	M

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		to deep clean on a daily basis. Thorough cleaning that follows national guidance and is compliant with the <u>COSHH Policy</u> and the <u>Health and Safety Policy</u> .				
Ill health	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any child who displays signs of being unwell is immediately sent home. • Any unwell children are moved to an empty room whilst they wait for their parent to collect them. • Children displaying symptoms of coronavirus do not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe. • The relevant member of staff calls for emergency assistance immediately if the child's symptoms worsen. • The parents of an unwell child are informed as soon as possible of the situation by a relevant member of staff. • Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell children who need to go home are thoroughly cleaned once vacated. • If unwell children are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 	Y	Emma Smith	On going	M

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Spread of infection	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <u>Infection Control Policy</u>, using PPE at all times. Children (that are able to understand) are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Children (with staff help) clean their hands after they have coughed or sneezed. Parents are informed not to bring their children to nursery or on the nursery premises if they show signs of being unwell and believe they have been exposed to coronavirus. Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to nursery. Children and parents queue 2 metres apart at entrances and exits to avoid risks of transmission. 	Y	Emma Smith	On going	M
Poor management of infectious diseases	M	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a children's symptoms to the <u>Emma Smith or Louise Mullen</u> The nursery is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn where possible. Additional cleaning measures have been implemented. 	Y	Emma Smith	On going	L
Lack of communication	M	<ul style="list-style-type: none"> The <u>staff</u> report immediately to the <u>Emma Smith or Louise Mullen</u> about any cases of suspected coronavirus, even if they are unsure. Emma Smith or Louise Mullen contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. 	Y	Emma Smith	On going	L

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		<ul style="list-style-type: none"> We will keep parents adequately updated about any changes to infection control procedures as necessary. 				
Change of operating hours		<ul style="list-style-type: none"> The nursery communicates with parents regarding any updates to nursery procedures which are affected by the coronavirus pandemic. At the moment we plan to run 8am until 6pm. If parents could communicate a pick up time this would be very helpful as we will ensure children are ready to be collected. If we do need to close at any point we will inform all parents as soon as possible so they have time to make arrangements. 				
Emergencies		<ul style="list-style-type: none"> All children's emergency contact details are up-to-date, including alternative emergency contact details, where required. Children's parents are contacted as soon as practicable in the event of an emergency. Children's alternative contacts are called where their primary emergency contact cannot be contacted. The nursery has an up-to-date <u>First Aid Policy</u> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. All staff are first aid trained 				