



Risk assessment COVID-19

Date:

Number of adults in the building:

Number of children in the building:

Age ranges of children:

Risk assessment complete by:

Risk assessment supervise by:

Risks and hazards:

***Contracting COVID-19 by lack of hygiene.**

***Children getting ill with COVID -19 and passing it to children and parents.**

***Staff getting ill with COVID-19 and passing it to children and parents.**

***Congregation of people in the building.**

***Return of staff and children after isolation period.**

What can be done to reduce the risks?

- Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others.
- from 1st June all children can return to the setting. Children and staff who have been on isolation period during lockdown can return to setting.
- From 20th July, the government guidance Actions for early years and childcare providers (COVID-19) outbreak states that early years settings will no longer be required to keep children in small, consistent groups within settings. Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. Check:



<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

- But in Alexandra Park Children's Learning Community we will carry on keeping small groups of children together throughout the day and avoiding larger groups of children mixing.
- ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days
- ensure that the same staff and other staff (Key person and secondary key person) are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.
- Staff to move from one small group to another small group only inside the same classroom. In case that a staff member has to go to another class we have to track the staff movement in between rooms. We will try to avoid this to happen as much as we can providing that the children safety is guaranteed. (Use COVID-19 Staff Tracking form to record movement).
- ensure only two shift rotas available for staff during covid-19 period (mornings and afternoon) to cover ratios and small group of children.
- if staff, young people or children become unwell on site with a new, continuous cough, a loss of, or change in, your normal sense of taste or smell (anosmia) and a high temperature they should be sent home. While waiting to be picked up they should stay in Staff Room designated area in case Covid-19 symptoms.
- Used as a designated are for possible covid19 case with symptoms, Staff not to enter the room in this room.
 - clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products. Staff to follow Disinfecting Cleaning Rota every hour (outdoors-play area, rooms, staff room, toilets) and in between changes of groups. Avoid use of objects and areas by multiple groups simultaneously.
 - Clean objects and areas after each group move to another area or swap with the other group.



- Designated Room Assistant is be responsible to clean every hour and when it's needed.
- Not allowed children to take toys or resources home or bring it from home.
- seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Each adult to have their own pen and stationery. Staff to use the bum bags provided.
- supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues.
- If our setting is experiencing high demand for places or severe staff shortages, local authorities will coordinate support from other settings in the area. Settings are expected to be flexible and work together where required.
- outdoor activity in our outdoor space should continue. However, we should follow the latest government advice and avoid using public spaces.
- consider how children arrive to our setting and advise parents to reduce any unnecessary travel on coaches, buses or public transport.
- ensure class/outdoor spaces sizes reflect the numbers of teaching staff available and are kept as small as possible.
- stagger lunch times, break times and the movement of children/staff to reduce children/staff gathering.

The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting
- the amount of people congregated in one place with social distance
- unless we have been directly advised to close by the local Public Health England Health Protection Team, we will remain open for our Key Worker parents: people whose jobs are vital to public health and safety during the coronavirus lockdown.



- after the 1st June it is no longer necessary for parents of eligible children to keep them at home if they can. In particular, as per the existing guidance on vulnerable children and young people, vulnerable children and not vulnerable children are expected and encouraged to attend educational provision where it is appropriate for them to do so.

Limiting spread of coronavirus (COVID-19)

Procedures to help to reduce the spread of coronavirus (COVID-19) in our centre:

***CHILDREN DROP OFFS AND PICK UPS:**

*The main door will be for Babies. Parents ring usual Blue Rider door bell at the main entrance to the building next to reception area.

*Art Brut and Fluxus children to access the building from green garden gate at the end of the entrance path. Parent's ring temporary bell at the gate to let teachers know that they are waiting.

Parents must check first if an adult is in the garden to let their child in and only go to reception to let the receptionist know that they are there if nobody is outside.

*Kindergarten children to access the building from APCLC main entrance. Ring Kindergarten's door bell. If nobody is around the door, parents should ring the phone on 0161 226 8080 to warn staff that they are waiting for their child. Kindergarten teachers will welcome parents during dropping and pick up times, at 9am at the main entrance and at 4.30pm. Parents follow the social distancing signs and measures on the path.

*Staff to wait at designated lines while waiting at the entrance the building before starting shifts and before leaving the building.

*Staff to use hand sanitizer placed in the porch of our building before entering the building and after leaving the building.

*Staff are to wear uniforms provided at all times, face mask and anti-virus protective goggles (wash them at the end of the shift). They are to



be kept in the Parent's Room by the entrance in the building so staff can get changed before starting working with children. Use goggles if we have to look after a child with symptoms while waiting for parents to collect them.

* Staff to change shoes when in building. Staff to use separate set of shoes that stays in the building. Keep them in the Parent's Room by the entrance of the building to get changed before shift starts.

*Staff will be responsible for their own overalls and wash at home at the end of their shift.

*Put uniform, face mask and antivirus protective goggles inside staff individual pillow case or cloth bag after shift finish to wash them at home every day.

*Face mask to be wash frequently at 60°C and 90°C to prevent the spread of germs and viruses, use an antibacterial washing powder or liquid. You can also dry your medical face mask in the dryer on a very low setting. Change mask after 4 hours of use for a clean one.

*Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.

*Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.

*Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.

*Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.

*To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin (if it is disposable); clean hands with alcohol-based hand rub or soap and water. If mask is washable discard immediately in a washable bag. Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.

*Wear mask every time in close contact with child/adult, meal times, nappy routine and cuddles of comfort if a child is upset.



*Staff to save personal items like clothes, bags and shoes from home inside pillow case or cloth bag in the Parent's Room.

*Children arriving nursery: one member of staff will welcome the children at the door use hand sanitizer before and after opening the door and disinfect the door handle. Children have to wash their hands straight away and staff will take the children's temperature. If it is higher than 37.5 C we are to call the parents to get the child.

*Encourage parents to use hand sanitizer placed in the porch of our building before and after passing their children to the teachers waiting inside the door.

*Parents are encouraged to stay at the door and not enter the building during dropping and collection time of the children. Parents should not congregate at the door and should keep 2 metres distance from each other.

*Parents to wait at designated lines while waiting at the entrance during dropping and collection time of children.

* Use of baby gate protection on corridor for Kindergarten's door during drop/home time.

*Clean the area of glasses and other hazards where the parents will arrive to drop the children, Kindergarten and Alex Park Democratic School.

*Use of baby gate to protect Fluxus and Art Brut green door on garden drop/home time.

*Use only one folder for information about Covid-19 and keep it in the nursery office. (Include their Health Plans, Medication Forms, Risk assessments, etc).

* Each room divided in two groups with their key persons.

Art Brut to be divided in 3 to 4 small groups of children, Fluxus 2 small groups of children, Kindergarten 2 small groups of children. Each group will have two permanent key teachers (Morning cover and after cover). Babies will work together in a group of 6 babies in each group with two people.



- *Each room will have their own file to keep the cleaning rota.
- *Each room keep toys in big boxes that keep small boxes of toys to share in rooms. Disinfect after use before pass them to next group of children. Avoid use of toys by multiple groups simultaneously.
- *Designated Room Assistant will sign in for each room and in staff room/corridor cleaning rota.
- *Staff, children and families should be reminded to wash their hands for 20 seconds more frequently than normal.
- *Set an alarm to remind every group of children with their teacher of washing hands every hour.
- *Stager groups to avoid congregation of large number of children/staff in toilets when washing hands, using toilets/ potties and changing nappies.
- *Record in Toilet Rota time when each Key Person is using toilet with small group of children when changing nappy/using toilets and potties.
- *Toilet should be clean and disinfect after each Key Person has used it with small key group of children. Avoid use of toilet by multiple groups simultaneously.
- *Frequently clean and disinfect objects and surfaces that are touched regularly, using our standard cleaning products.
- *Use alcohol gel by the entrance of each class. Use it before entering the rooms and after leaving the rooms.
- *Use separate aprons for meals times (Wash them at the end of each shift).
- *Dispose gloves, plastics aprons and tissues appropriately and avoiding touching your face, mouth, nose and eyes. (Wash hands correctly immediately after disposing of them).
- *Use soap and water or a hand sanitizer when you:
 - Get home or into work
 - Blow your nose, sneeze or cough
 - Eat or handle food.



*Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.

*If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, use protection for the eyes, mouth and nose as well as gloves and aprons.

*Wash daily resources that are made of fabric or try to avoid them completely during daily use. Avoid fabric and metallic resources.

*Disinfect resources every evening and rotate toys daily to keep up to date with the cleaning.

*Disinfect handles, especially children's equipment such as bikes, climbing frames, etc; in between groups before playing. Avoid multiple group of children playing simultaneously before disinfection.

*Play equipment or area of play should not use by multiple groups simultaneously. Each key person with her small group should disinfect/clean area before another key person with her small key group use the equipment/area.

*Split the small groups of children with their key person in designated indoors and outdoors areas of the nursery.

*Use outdoor spaces as much as possible to keep social distance between small groups of children and their designated keep person (Alexandra Park, green areas around the nursery and play grown).

* Risk assess each trip to the park. Save Risk assessment in Covid-19 file.

* Prepare outdoors areas to have tables in covered areas.

*Split groups during meal times. Use outdoors if necessary.

* Sleeping: all children sleep in their own room by keeping a distance of two metres from each other's bed. Children to sleep top to tail position.

* Each child needs a labelled pillow case/bag to put in sheet and blanket with name onto avoid cross contamination.



- *Wash blankets from sleeping time every day after use.
- *Disinfect beds appropriately straight away after each use.
- *Set an alarm to remind staff every hour that the disinfecting procedure of areas, object and hand washing are taking place.
- *Tick and put your initials in the Disinfecting Cleaning Rota. It has to be done every hour from the opening till closing the building.
- *Disinfect toilet flusher, gates, toys, doors, window, microwaves, water taps and fridge handles. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, potties, grab-rails in corridors, climbing frames and door handles.
- *Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- *Wash hands regularly with soap and water, and after removing gloves, aprons and other protection used whilst cleaning.
- *Staff room: disinfect it regularly and avoid gathering of more than 3 people in that room. Enter to safe/collect personal items in each small individual metal locker. Avoid using it for paper work.
- * Staff Room designated area in case Covid-19 symptoms: Only 3 staff in Staff room, in case a covid-19 case, nobody allowed except the child and adult with the symptoms. Disinfect room after child or adult has been picked up.
- *Staff breaks/paper work in hall: only 6 staff will be allowed to have breaks and do paper work at the same time in the same space. Each staff has a designated chair and table to keep a safe distance from each other. Staff can have the hall to use the tables to eat, breaks and paperwork only.
- * Staff use tablets in their rooms for paperwork, to upload pictures and tried to write some observations while during the day. If possible staff to go out for paperwork to do in the hall.



- *Disinfect laptops, tables, telephones, pens , etc after each use with disposable paper towel and a drop of alcohol gel.
- *Only one designated person to answer the telephone through the day and pass message to rest of the staff/parents. Each staff carry own pen and stationary bum bags.
- * Remind parents through emails/ daily shifts that children should have a bath and change clothes when they arrive home.
- *Use the disabled toilet to assist child/ staff that show symptoms of covid-19. (Other staff or children should avoid using this toilet).
- *Any cloths and mop heads used to clean an area used by a child/staff that show Covid19 symptoms, must be disposed of and should be put into waste bags as outlined below.
- *When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- *Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- *Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- *Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.
- *Waste from possible Covid-19 cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
 1. Should be put in a plastic rubbish bag and tied when full.
 2. The plastic bag should then be placed in a second bin bag and tied.
 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.



*If possible keep an area contaminated closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.

*Free test if available for staff who show symptoms of coronavirus. Contact Karen Queely or Vicky Ferrando to request a kit. If not available, staff can call 119 to request a free test.

Parents should call 119 to request free test.

*Where child or staff test positive, the rest of their small key group members should be sent home and advice to self-isolate for 14 days. Parents can request a free test if their children or themselves develop Covid-19 symptoms. Staff could also access a free test; only if the test shows negative they can return to work.

*If a staff or children have symptoms of coronavirus they should stay at home and self-isolate for 14 days (7 days if you live alone). All household members should also stay at home for 14 days.

If we are informed of one confirmed case of COVID19 by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days, immediately contact your local Public Health England Health Protection Team (PHE HPT) for help and advice. Refer to www.gov.uk/health-protection-team for contact details.

**OUR LOCAL PHE HPT CONTACT NUMBER IS 0344 225 05 62.
OPTION 3.**

If the advice from the local PHE HPT is to partially or fully close the building, resulting in the setting not being fully open to all pupils/students, then we should notify the Department for Education via Education Setting Status form. Refer to "School attendance:guidance for schools". Or search the title on GOV.UK for details.

The local PHE HPT will work with us to assess the risks and advise us of what actions to take.

Depending on the outcome, our local PHE HPT and Local Authority may establish and Outbreak Control Team to help support us to manage the situation.



Alexandra Park
Children's Learning Community

NOTIFYING OFSTED:

Any confirmed cases of COVID19 in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels, providing our URN.

Alexandra Park Children's Learning Community URN is 500710

Alex Park Democratic School URN is 146337

*Children with complex needs and those that are unable to follow instructions should be risk assessed while attending setting during the coronavirus period.

* A child or staff member who lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to by a risk assessment.

Staff travelling abroad must follow Government guidance at the time of travel regarding quarantine measures both in the UK and overseas. Staff must not come back to work after the quarantine period in the UK has passed. Staff must show proof of arrival date back into the UK so we can ensure that the required quarantine period before returning to work is respected.

THE ABOVE RISK ASSESSMENT IS SUBJECT TO CHANGES TO FOLLOW GOVERNMENT'S GUIDANCE.

Date: 19 May 2020

Updated: 20th July 2020

Updates 10th September 2020



Alexandra Park
Children's Learning Community

Signed Director: Susana Lopez Penedo