



Risk assessment COVID-19

Date: Jan 2021

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 have any of these Symptoms:

Get a test as soon as possible if you have any symptoms of coronavirus.

The symptoms are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

The test needs to be done in the first 8 days of having symptoms.



You do not need to get a test if you have no symptoms or if you have different symptoms.

When to self-isolate

Self-isolate immediately if:

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started
- someone in your support bubble tested positive and you've been in close contact with them since they had the test or in the 48 hours before their test
- you've been told you've been in contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app
- you arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK

What to do if coronavirus symptoms get worse

It's important to get medical help if your symptoms get worse.

Urgent advice: Use the NHS 111 online coronavirus service if:

- you feel you cannot cope with your symptoms at home
- you feel breathless and it's getting worse
- your symptoms get worse and you're not sure what to do

Use the NHS 111 online coronavirus service



- 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 indoors and outdoors.
- Ensure that children are in the same small groups at all times each day and do not mix during the day, or on subsequent days as much as we can. When there is the case of a child with a special need which makes this separation impossible, we will risk assess the situation.
- Ensure that the same staff and other staff (Key person and secondary key person) are assigned to each group, as much as possible, these stay the same during the day and on subsequent days.
- If a staff member needs to move from one group to another they will only do this in the same classroom.
- In case that a staff member has to go to another class we will track staff movement in between rooms. We will try to avoid this happening as much as we can providing that the children safety is guaranteed.
(Use COVID-19 Staff Tracking form to record movement completed daily).

What to do if children or staff have symptoms:

- 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 for the child to be picked up they should stay in the Staff Room/ Medical Room, which is the designated area in case Covid-19 symptoms.**



- **When used as a designated area for possible covid19 case with symptoms, Staff must not to enter the room.**
- **The disabled toilet will be used as the designated toilet if any children develop symptoms and are quarantining in the medical room. Please clean after every use.**
- **Staff must wear their mask, goggles/visor and gloves whilst in the room. When the child has gone home staff must disinfect the room before returning anywhere (that staff member only to clean) If there is any other person in the staff room they must vacate before going in with the child.**
- 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.
- House keeper has been put in place to clean every hour and when it's needed, in communal places, door handles, door frames, touched surfaces.
- Do not allow children to take toys or resources home or bring them in from home.
- Prevent the sharing of stationery and other equipment.
- Staff will carry their own stationary on their person and not mix with others.
- Prevent sharing of materials and surfaces should be cleaned and disinfected more frequently. Each adult to have their own pen and stationery.
- Laptops and tablets must be disinfected with anti-bacterial wipes before and after every use.
- Supervise young children to ensure they wash their hands for 20 seconds when they enter the building/ regularly more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues.



- Staff wash their hands more regularly and when they arrive to work. When staff move from one place to another they **MUST** use the hand sanitiser
- 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 will continue. However, we should follow the latest government advice and will not be using public spaces until we feel it is safe to do so.
- Consider how children, parents/carers and staff arrive to our setting and advise to reduce any unnecessary travel on coaches, buses or public transport.
- When parents/carers are picking up children they **MUST** wear a mask and keep 2 metres apart. Parents/carers and staff must use the hand sanitiser before ringing the intercom or any doors or handles.
- Ensure class/outdoor spaces sizes reflect the numbers of teaching staff available and are kept as small as possible.
- Staff lunch breaks will be arranged by class and they will have designated areas in different parts of the building where possible.
- Staff **must not go into the Kitchen** unless it is an emergency.
- Staff can use any of the adult toilets, but one person at a time only, and staff **must** clean after every use

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.
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- 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 a 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 the spread of coronavirus (COVID-19)

Procedures to help to reduce the spread of coronavirus (COVID-19) in our centre, this will be reviewed as needed:

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

-All staff will ask parents/carers if there is anybody in their household and or the child has been feeling unwell since the last time they were in the setting. This information will be added to the temperature check sheet/questionnaire and monitored daily.

-Parents please be aware that upon arrival your child's temperature will be taken (if it is above 37.5 your child will not be able to attend nursery/school)

-Parents will be asked to fill out a questionnaire at the door, please leave extra time and please be patient.

-Parents will update us with any changes at home or if they have been in direct contact with any positive case.

***The main door will be for Blue Rider, Art Brut, the school and Kindergarten.**

-Parents of Blue Rider and Art Brut, please avoid arriving from 8:45-9:15 to allow the other classes to arrive safely and to reduces the number of people queuing at the same time. Thank you



Blue Rider: Parents should ring the Blue Rider door bell at the main entrance to the building next to the reception area.

Art Brut: Parents should ring the Art Brut door bell at the main entrance to the building next to reception area.

Fluxus: Children will access the building from green garden gate at the end of the entrance pathway. Parent should ring the bell at the main entrance next to the reception area.

***Kindergarten:** Children to access the building from APCLC main entrance. Ring Kindergarten's door bell. Kindergarten teachers will welcome parents during dropping and pick up times which are between **9:00 – 9:15am** at the main entrance and pick up times are between **4:15-4:30pm**.

-Parents follow the social distancing signs and wear masks at all times.

***Alex Park Democratic School:** Children to arrive between **8:45 – 9:00am** for drop off and for pick up **3:30** possible and for children to be collected at the green gate on the pathway by staff member.

-Please let the receptionist know that they are there if nobody is outside.

-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.

Staff arriving and leaving work:

*Staff to wait at designated lines while waiting at the entrance of 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 uniforms and PPE:

*Staff are to wear uniforms provided at all times and face masks. These are to be left at the end of the day in the dirty bin and will be cleaned on overnight. **DO NOT LEAVE YOUR OVERALL HANGING AROUND IN THE PARENTS ROOM (CLEAN OR DIRTY.)** It is all staffs responsibility to ensure you maintain your uniform and that it is clean day to day (including masks) if you do not have a clean one please use the disposable ones provided.

-Only 2 members of staff at a time in the parents room!

-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 will have designated spaces in the parents room for keeping their belongings (**DO NOT MIX THESE AREAS.**) This space should be kept clean at all times and respected.

* 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.

*Face mask to be washed 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.

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

-Change mask after 4 hours of use for a clean one. Replace the mask with a new one as soon as it is damp and do not re-use single-use masks. Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.

*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.

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

- Staff are advised to shower or bath and change clothes when they arrive home and to follow the 20 second hand washing guidelines.

How we are reducing contact with children, parents and staff:

*Wear mask every time you are 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.

-Staff will record children's temperature at the door (upon arrival) and then at least three times a day and will be monitored if there are any changes.

-Encourage parents/carers to allow children to walk into the building if they are able (less contact face to face with children while possible)

*Encourage parents and staff members to use hand sanitizer placed in the porch and around the 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 at all times.

-Only one person at a time in the main building entrance space at all times

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

* **Wooden gate in corridor should be closed at all times in use!!!**



*Garden entrance (GREEN GATE) must be locked at all times for safeguarding risks.

*Everyone should have access to information about Covid-19 and kept in the nursery office and staff room. This is updated regularly. (Include their Health Plans, Medication Forms, Risk assessments, etc).

-Each room has a COVID-19 folder with documents and records in but if staff need any more they must talk to management. Each room will have their own file to keep the cleaning rota.

* Some rooms are divided into two groups with their key persons.

*Each room MUST DISINFECT TOYS AFTER USE DAILY. Rooms must not share toy/resources between any rooms/bubbles.

-Any fabric used must be washed at the end of the day.

*Staff, children and families should be reminded to wash their hands for 20 seconds more frequently than normal.

*Stager groups to avoid congregation of large number of children/staff in toilets when washing hands, using toilets/ potties and changing nappies.

-To reduce contact and for rooms to remain in bubbles, Art Brut have their own changing station based in the room and **MUST BE USED ALL THE TIME. Art Brut children will only go to the toilet to wash hands and will always maintain their room bubble.**

*Children's toilets should be clean and disinfect after each use. Avoid use of toilet by multiple groups simultaneously.

*Use alcohol gel by the entrance of each class. Use it before entering the rooms and after leaving the rooms.

***STAFF MUST USE SEPARATE APRONS FOR MEAL TIMES** (Wash them at the end of each shift). Staff must remove the apron if moving from one place to another or changing task, for example this can even be going to another space in the same room... (changing a nappy or speaking to another team member)



*When disposing used gloves, plastic aprons and tissues please avoid 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.

***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 play areas should not be used by multiple groups simultaneously.**

Outdoor spaces/ use of garden:

*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 ground).

* If going on trips please risk assess each trip to the park. Save Risk assessment in Covid-19 file. Check with managers before considering going out with the children. We will follow government guidelines in making decisions on trips.



* If meals are being prepared outdoors, areas should have tables in covered areas.

* Split groups where possible during mealtimes. 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 week after being used.**

* Disinfect beds appropriately straight away after each use.

* **STAFF MUST Tick and put your initials in the Disinfecting Cleaning Rota. It must 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 and common spaces:

-Staff breaks; Each room/bubble will have their own designated area:

**-Blue Rider, Art Brut and Fluxus will have their breaks in the hall.
Staff breaks will be room based so that different rooms do not coincide when taking their breaks The hall is classed as one space**



-Kindergarten will use the small office (Alice's) to have their breaks

-School will use the staff room to take their breaks

-Room assistants will take their breaks based on the room they are bubbled with

-Any other member of staff will use the staff room. 3 people at any time

-During the breaks please make sure the windows and doors are open

-All staff MUST clean their area (chair/table) after any use. Please sign the cleaning rota one you have cleaned your space.

*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. DO NOT USE IT FOR PAPERWORK.

* 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.

*Paperwork spaces will be in the designated areas in the hall: staff will be allowed to have breaks and do paper work at the same time but only in their designated areas and in bubbles.

-Staff must not use their phones in the hall.

* 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 on designated tables. Or in their rooms.

*Disinfect electric equipment, laptops, tablets, telephones etc using anti bacterial wipes and anything else anti bacterial spray.

*When finished with the telephone please clean using anti bacterial wipes to clean. DO NOT USE HAND SANITISER OR SPRAY!



-Each staff carry own pen and stationary in your own bum bag or pockets.

*Advise parents/carers that children should have a bath and change clothes when they arrive home and to follow the 20 second hand washing guidelines.

Cleaning and waste disposal:

*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 bodily 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 and removed asap.

If a larger group of children and staff need to quarantine:

***Keep the area contaminated closed off and secure for 72 hours. This includes children and staff involved, minimise movement**



around the building until notified and maintain bubbles. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.

COVID-19 Testing:

*Free test are available for staff who show symptoms of coronavirus. Contact Karen Queeley or Vicky Ferrando to request a kit.

- Book online for a free test: <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker>

Lateral Flow Tests now available to school and early years teachers:

All staff can book in for regular lateral flow tests by calling: 0161 947 0770 or 0800 092 4020.

The 3 sites we are currently using are:

- **Moss Side Leisure Centre**, Moss Lane East, M15 5NN. Please note there is a one-way system in place, so it is easier to park in the Asda car park (with 3 hour parking) and walk down Hulme High Street to the centre.
- **Debdale Outdoor Centre**, M18 7LJ. The centre is in Gorton, off Hyde Road, and is best reached from Wall Way - opposite a large McDonald's.
- **FC United of Manchester**, Broadhurst Park, 310 Lightbowne Rd, Moston M40 0FJ. With a big car park.

Opening times vary and staff will be advised of appointment times when they call to book. All sites offer appointments outside school core hours and at the weekend.

Public Health colleagues are looking into the possibility of opening up additional testing sites from 18th January, if the demand is high. Further information will follow as soon as we have an updated position.

***Where children or staff test positive**, the rest of their bubble should be sent home and advised to self-isolate for **10 days if they have been identified as close contacts**. Parents can request a free test if their children or themselves develop Covid-19 symptoms. If they have new symptoms or continued symptoms seek medical advice/ and contact test and trace.



Alexandra Park
Children's Learning Community

*If a staff or children have symptoms of coronavirus they should stay at home and self-isolate for 10 days. All household members should also self isolate at home for 10 days.

Setting procedure when there is a confirmed case:

Refer to www.gov.uk/health-protection-team for contact details and support.

**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.

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.

-Staff must show their PCR test results returning to work if they have been abroad.

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

Date: 19 May 2020

Updated: 20 July 2020

Updated:10 September 2020

Updated: 5 January 2021

Updated: 20 January 2021

Signed Director: Susana Lopez Penedo