

Covid-19 Policy July 2021

Assessment Details

Assessment ID	Assessment date	Review date	Hazard
DISE000015	23/07/2021	01/09/2021	Risk of Disease
Assessor last name	Assessor first name	Assessor job Title	Assessor email
Williams	Louise	Operations Director	louise.williams@tiniesdaycare.com
Locations			
Notes			
The coronavirus is a new hazard that will require the implementation of new risk control measures for the foreseeable future and will be described as the “new normal”. Our aim is to return colleagues, children and parents to our settings to as normal a life as possible for as many people as possible, but in doing so ensuring another epidemic is avoided.			
Distributed the assessment to appropriate personnel			
yes			

SUB HAZARDS

Sub Hazard	Persons at Risk	Additional notes	Risk Rating	Existing controls measures	Resulting Risk	Further possible control measures
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Symptoms of Covid-19	Children Adults Visitors Staff	There is an increased risk of the spread of Covid-19 if anyone attends our settings showing any signs or symptoms.	High	<p>Communication has been sent to all colleagues and parents of children who attend our settings to inform them that if they or anyone in the household is showing any of the following signs they are not able to attend the settings, if these are developed while on site they will be sent home.</p> <ul style="list-style-type: none"> • fever and high temperature – people will feel “hot to touch” on their chest or back (37.8 degrees Celsius or above) • new, continuous dry cough – the NHS define this as coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (someone with an existing cough may find that it is worse than usual) • loss or change to the sense of smell or taste – the NHS defines this as someone noticing that they cannot smell or taste anything, or things smell or taste different to normal <p>The Government is asking people to "self-isolate" if they show symptoms and to stay at home wherever possible to</p>	Adequately controlled	<p>Training</p> <p>All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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reduce the spread. Where a colleague suspects they have symptoms they must stay at home as follows:

- if you have symptoms of infection and live alone, you should self-isolate by staying at home and not leaving the house for 10 days from when the symptoms started
- if you live with others and one person has symptoms, you should self-isolate as a household for 10 days from the day when the first person in the house became

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Protection against Covid-19	Adults Children Visitors Staff	All colleagues and visitors to the setting have a responsibility to protect themselves and other against the spread of Covid-19	High	<p>In addition to our usual infection control measures, Public Health England recommends that the following precautions are taken to help prevent the spread of Covid-19</p> <ul style="list-style-type: none"> • cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it, Bin it, Kill it) • put used tissues in the bin straight away • wash hands with soap and water often — wash for 20 seconds and use hand sanitiser gel if soap and water are not available • try to avoid close contact with people who are unwell • clean and disinfect frequently touched objects and surfaces – known as “touchpoints” • do not touch eyes, nose or mouth if hands are not clean. 	Adequately controlled	<p>Training External advice required All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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<p>Transmission of Covid-19</p>	<p>Children Adults Staff Visitors</p>	<p>Covid-19 is show to spread at an increased rate when people are in close contact with each other. Social distancing and reducing large crowds helps to reduce the transmission rate.</p>	<p>High</p>	<p>To help reduce the transmission of coronavirus (covid-19) we will:</p> <ul style="list-style-type: none"> • Ask colleagues and children to remain at home if they are displaying symptoms – high temperature, a new and continuous cough, loss of smell and taste. <p>Colleagues are requested to take a lateral flow test twice a week. If they are except or decline for another reason they will be required to have their temperature taken on arrival to their setting.</p> <ul style="list-style-type: none"> • Enable those, who can, to continue to work from home. • Request that colleagues Remian socially responsible and follow latest government guidance on outside of house hold mixing. 	<p>Adequately controlled</p>	<p>Equipment change/update Training All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p> <p>Where additional space is required to allow for social distancing, equipment should be removed and stored safely ensure no walk ways or fire exists are blocked.</p>
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Maintain social distancing within settings as much as possible by ensuring the following measures are in place:

- Colleagues working with the same people each day (working within a bubble)
- Re-design our work / play space to allow for as much distancing as possible
- Look at flow of traffic and where possible have 1-way traffic - mark the corridor and queuing areas where needed
- Ensure breaks are staggered and suitable break areas are identified
- Display posters reminding everyone to social distance
- Continue to use face coverings on drop off and collection when speaking to parents

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PPE	Children Adults Staff	<p>All colleagues have a duty to ensure they protect themselves and other in the setting by using the PPE provided</p> <p>Failure to do so increased the risk of them becoming exposed to infection.</p> <p>Current government guidance is that no additional PPE is required in Early Years Settings to protect against Covid-19</p>	Medium	<p>PPE is provided for use when changing nappies, providing first aid treatment, clearing up bodily fluid spills and for food preparation and service.</p> <p>We have emergency PPE boxes in all our settings containing, gloves, anti-bacterial gel, aprons, face masks and visors to be used should a colleagues be required to care for someone displaying Covid-19 symptoms.</p> <p>Daily checks of stock levels are carried out and documented to ensure our supply doesn't fail. Orders are placed 6 weeks in advance to allow for increased demand and delivery times. Should a supply failure be identified Tinies Operations Director must be informed immediately so an alternative supplier can be found and as a last resort a potential closure of the setting until supplies can be stocked.</p> <p>Hand sanitiser will be available within settings where soap and water is not available and everyone will be asked to sanitise their hands prior to entering the setting.</p>	Adequately controlled	Training All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.
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Additional PPE will be provided to colleagues needing to travel on public transport, this will consist of two washable masks and filters. Training on how to use mask is provide to all colleagues as part of our video conference prior to them returning to work.

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<p>Infection Prevention</p>	<p>Children Visitors Staff Adults</p>		<p>Medium</p>	<p>Opening and closing safety and cleaning checklist have been updated to include mandatory checks for all settings and introduced hourly "touchpoint" cleaning to address the increased risk of Covid-19 living on surfaces and increasing infection risk.</p> <p>Removed all unnecessary furniture and soft furnishings, this include toys and equipment that has been deemed unsuitable during this time.</p> <p>Our working practice has been reviewed and where possible children will be places in "bubble" groups to reduce the potential transmission and unnecessary contact between children.</p> <p>Where possible, to deliver care as much as we can outside</p>	<p>Adequately controlled</p>	<p>Training All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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Colleagues will take staggered lunch and breaks to maintain social distancing.

We have relaxed our uniform policy to enable clean clothing every day. This includes the ability to wear any form of trousers, washing of uniform on site (where the setting has the facilities to do so), the wearing of non-work top (providing a name badge is worn at all times). This is a safety measure and will revert back to full uniform post the outbreak.

During this time we have requested where possible children do not bring items from outside of the setting in, this includes toys, car seats and in out creches parents are required to keep all coats with them.

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Illness on Site	Children Staff	In line with our Exclusion Policy and Risk Assessment, if anyone becomes unwell with a new continuous cough, high temperature above 37.8 or loss/change in their normal sense of taste and smell they must be sent home to reduce the risk of Covid-19 spreading.	Medium	<p>Whilst waiting for the child to be collected they should be isolated from others in a previously identified room (where possible and weather permitting this should be outside) If inside and where possible, a window should be opened for ventilation. Specific space will be identified at each setting and shared with colleagues prior to returning to work.</p> <p>The colleague responsible for the child during this time should be a colleague from their 'bubble' (and first aid trained, although someone from the bubble supersedes first aid. The first aider however must be made aware and available. The colleague will wear items from the emergency PPE box – gloves, apron, mask and visor.</p> <p>If they need the toilet during this period, they should be escorted to a separate toilet (where possible) and aim to avoid them touching any surfaces along the way. The toilet should then be cleaned and disinfected using standard cleaning products before being</p>	Adequately controlled	<p>Training</p> <p>All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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used by someone else.

We must follow up to see how they are and if symptoms continued (ensuring they are self-isolating for 10 days, and that their fellow household members are self-isolating for 10 days) Prior to returning to the setting clarification must be sort to confirm the required isolation period has lapsed.

In an emergency, call 999 if they are seriously ill or their life is at risk.

First aid should be delivered with reference to the latest safeguards from the Resuscitation Council UK.

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Deep clean after Covid-19 Case	Staff Children	Failure to thoroughly deep clean an area prior to suspected case of Covid-19 could result in the virus spreading in the setting and among those attending	Medium	<p>PPE is provide and must be worn when cleaning the area, this includes gloves, apron and if there is a high risk of splashing a mask should be worn. Once cleaning has been completed all disposable PPE must be removed and placed in a double plastic rubbish bag and completely tied. This must be clearly labeled and kept away from children, this waste should only be placed in the communal waste area once either 72 hours has passed or a negative test result for Covid-19 has been confirmed.</p> <p>Colleagues must thoroughly wash their hand for 20 seconds following the clean and removal of PPE.</p> <p>The area is deep cleaned using disposable cloths, paper roll and disposable mop heads using an increased Milton solution of 3 caps per 5 liters. All items are then disposed of in the same way as PPE. Other areas that the symptomatic person has passed through and all high contact areas (toilets, door handles, corridors and banisters) should be cleaned in</p>	Adequately controlled	<p>Training</p> <p>All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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the normal way and all documented on the cleaning log. Where an item can not be cleaned either using detergent or a laundry facility should be disposed of and replaced where necessary.

All items that require laundering can be washed in the normal way using the warmest setting ensuring they are thoroughly dried after, Dirty laundry should not be shaken to reduce the risk of spreading the virus in the air.

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<p>Confirmed case of Covid-19</p>	<p>Staff Adults Children</p>	<p>Covid-19 is highly contagious among people and can very quickly spread if steps are not taken to contain the spread.</p>	<p>High</p>	<p>Anyone who has been taken ill with symptoms of Covid-19 must remain at home and self-isolate. All cases must be reported to Tinies Operation Director who will report to Ofsted.</p> <p>From 19th July we will follow all advice from NHS test and trace in regards identifying if any one else in the setting need to isolate.</p> <p>All colleagues must fully engage with NHS test and trace when contacted.</p>	<p>Adequately controlled</p>	<p>Training All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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A RIDDOR report must be completed by Tinies Operation Director via the HSE website when one or more of the following occur:

An unintended incident at work leads to a possible or actual exposure to coronavirus (reported as a dangerous occurrence)

A colleague is diagnosed with COVID-19 with reasonable evidence of exposure at work (reported as a case of disease)

A colleague dies as a result of occupational exposure to coronavirus.

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Reduced First Aid	Adults Children Staff	All Tinies settings operate with at least one fully first aid qualified member of the team on duty at all times, including sufficient cover for when colleagues are on breaks. Cover in settings could be reduce due to covid-19 resulting in one one colleague's being on duty per day, the below additional measure have been put in place to protect everyone.	Medium	<p>At least one paediatric first aider (PFA) on the premises at any time with consideration given for breaks to ensure they are still accessible in a emergency.</p> <p>Colleagues who need training updated are being booked on to course now available.</p> <p>In our settings we work with our clients and use their team members to provide First Aid and Emergency First Aid at work should one of our colleagues need attention. A separate First Aid risk assessment is in place to ensure they are aware of our environment and can get to us in good time if needed.</p> <p>Our central support office is located withing a services office block where we used their colleagues to provide First Aid and Emergency First Aid at</p>	Eliminate hazard	<p>External advice required Training All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p> <p>Ongoing reviews of this policy take place in line with the HSE guidance updates</p>
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work. We ensure they are aware of our working environment and are able to provide assistance in good time.

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Communication	Adults Staff	Throughout the Covid-19 pandemic we have ensured that strong communication remains with all colleagues, parents and clients to support everyone health and wellbeing. Lack of communication could lead to added uncertainty and stress	Low	<p>The additional communication we have introduced during Covid-19 is detailed below:</p> <p>Colleagues Invite to all colleagues to weekly Zoom Fika call - Wellbeing Central Support weekly Zoom call – Wellbeing Weekly update (combination of video and email) - Business update and wellbeing Survey 1 – Colleague Covid-19 Survey around individuals'/household symptoms, if shown and their 'vulnerable' category. Survey 2 - Colleague Return to Work Survey – Understanding colleagues' mode of transport, and responsibilities around dependents, and if currently pregnant. Preparing to return to work (including guidance shared with parents) Invite to mandatory training – online resource and Zoom f2f 'new normal' training</p> <p>Team not furloughed Daily management calls to keep abreast of situation and planning next steps</p>	Eliminate hazard	
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Weekly nursery managers call to plan for re-opening

Parents – Nursery
Weekly newsletter to Nursery parents – Business update and Activities
Frequent Zoom Calls with nursery to “Catch Up” - Wellbeing
Regular postings on Company and Nursery specific Facebook pages.

Parents – Creches
Newsletter to update on Business and regular Facebook Updates on dedicated Facebook page.

In addition to the above Tinies Directors have kept up to date with all compliance legislation issued from the WHO, DfE, HAP and the Covid-19 Nursery group.

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<p>Returning Colleagues to work</p>	<p>Staff</p>	<p>Colleagues need to be returned in a safe and supportive way using the matrix we have put in place to ensure the best for both colleagues health and well being and the operational need of the business. Failure to support colleagues could lead to increased sickness levels and in turn effect the operation of the setting.</p>	<p>Low</p>	<p>During the time colleagues have been on furlough we have conducted regular checking and all have been asked to complete 2 surveys so we could identify any vulnerable colleagues or those who may have had or been in contact with Covid-19 and that sufficient isolation has been adhered too and also to identify those who need to use public transport to get to attend work or may have a change in dependent care.</p> <p>Colleagues returning to our settings will be determined using our matrix to review the following</p> <ul style="list-style-type: none"> Underlying health conditions for both colleagues and those in their household Are they deemed vulnerable Are they deemed Extremely vulnerable (referred to as shielding) Their method of transport Age Caring commitment effected by Covid-19 <p>The 3rd survey being sent out is on BAME for all relevant colleagues to complete prior to their return.</p>	<p>Adequately controlled</p>	<p>Training</p> <p>All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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All colleagues are required to complete a updated decoration and well being form prior to their return and where we can we will support those how are struggling to return with the use of holiday or unpaid leave. All colleagues have been updated with the safety measure we have put in place including, temperature checks on arrival and during the day, PPE, Face masks for those traveling on public transport, relaxation of uniform policy to support with additional washing, limiting the number of people present at site and introducing bubble groups

Training is being provided to all colleagues via Zoom delivered by Tinies Directors and post this they will all be asked to review the the Tinies Covid-19 standard operating procedures synopsis, Covid-19 policy and all related policies. They will also have to site a quiz on teams to ensure their understanding of the training. All training will be recorded and all colleagues will sign to confirm their attendance.

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Home Working	Staff	Due to Covid-19 we found that we needed to place more colleagues to home working and their for have a duty to ensure they are supported during this time and good health and safety practiced are adopted.	Low	<p>Weekly management calls take place face to face via teams to check in and review and agree workloads.</p> <p>Break times were agreed and blocked in work calendars to ensure everyone took sufficient rest breaks throughout the day.</p> <p>All equipment needed was provided to all colleagues to ensure the work environment allowed them to complete their roles, where needed additional equipment was purchased.</p> <p>During this period central support colleagues will be encouraged to work for home as much as possible and should they have any concerns these are raised to TiniesDirectors.</p>	Eliminate hazard	<p>Training</p> <p>All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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Office Working	Staff	Colleagues should only be working in an office where there is no other option for them to work from home. Where office working is required strict social distancing must be adhered to.	Low	<p>Unnecessary furniture should be removed.</p> <p>Desk and workstations should be separated</p> <p>Everyone must remain at their desks (no hotdesking)</p> <p>If the board table is used, social distancing must be observed and cleaned down prior to and after use with antibacterial spray and disposable cloth.</p> <p>A rota must be applied ensuring the area does not exceed 10 people at any one time</p> <p>Central support colleagues must use their own mug and ensure its washed and dried and kept on your desk</p> <p>Colleagues working from the office should bring their own eating utensils for lunch and not share them</p> <p>Stationary should not be shared and kept on your desk.</p> <p>All communal items (kettle, coffee machine and printer must be wiped down after every use</p>	Eliminate hazard	<p>Training</p> <p>All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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Building safety checks	Visitors Children Staff Adults	In line with HSE guidance all building checks must be carried out prior to colleagues and children returning. This is to ensure the health and safety of everyone on our premises. Where these are conducted by our client full evidence will be sort from them.	Medium	<p>Water checks and testing is carried out to avoid legionella disease. Temperature checks are conducted to ensure the water is not above 60 degrees centigrade.</p> <p>Increase in the amount the toilets are flushed and indoor and outside taps are run and all equipment that holds standing water, for example washing machines and dishwashers will be run on a full cycle prior to reuse.</p> <p>HVAC reports will be requested from all clients to confirm that all temperature heating and cooling systems are running safely and that regularly cleaning and maintenance of filters has taken place.</p> <p>Confirmation that all fire checks are up to date and test have been conducted and that all equipment is in place and fire routs remain unchanged.</p> <p>Evidence that all electrical safety is up to daye and IEE wiring certificates are in date.</p> <p>All Tinies existing risk assessments will be reviewed</p>	Adequately controlled	<p>Training</p> <p>Review policy and procedures All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p> <p>Review of Tinies H&S policy and all existing risk assessments</p>
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upon opening and updated
where required.

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EYFS Compliance	Children Staff	<p>During this time there are some amendment to the EYFS that allows for additional flexibility to ensure children are eased back in to the setting and provided the care and reassurance they need.</p> <p>We still have a duty of care towards all children in out care so prir to returning parent will be required to complete an updated Child Health Decoration and where required an heath care plan will be put in place and reviewed every 6 months.</p>	Low	<p>We will continue to focus on planning for children, however will need to take into consideration adjustments to the learning environment, made in relation to the removal of some equipment and malleable resources. Within 2 weeks of retuning baseline assessment must take place, and changes observed and reported on iConnect/First Steps</p> <p>All 7 areas of learning must be planned for as far as practicable during this period. Consideration must be taken to how stories, singing and games can support children to socialise and settle.</p> <p>Within 2 weeks of opening planning must be completed for each key group, including how children keep themselves safe. Including regular handwashing and using and disposing of tissues.</p> <p>Timetable / activities to be revised to reflect 'all measures' including but not exclusive to safe distancing of children, outdoor learning as much as possible, restricted movement</p>	Adequately controlled	<p>Training</p> <p>All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.</p>
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between environments.

Children should be encouraged to exert themselves physically. Careful consideration needs to be given to ensure fair usage of outdoor, ensuring all Bubbles and Group get as much outdoor learning as possible.

Stop all self-serve of food and toilet independence (must control numbers)

Provide time for the cleaning of equipment between bubbles (mainly applied to outside play/shared space)

Rotation of toys and equipment (restrict free choice so that sanitisation can be controlled)
Limit the exchange of resources (between rooms and to parents)

Posters and signage will be displayed, making sure positive language is used to aid good hygiene among colleagues & children

Where children have not returned to the setting during

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this time, we will provide opportunities for learning at home, this will be done via a weekly newsletter provided by our Central support team, each setting must provide a simple weekly activity. Parents should be encouraged to upload weekly activities of their child learning to ensure the partnership with parents is maintained

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Safeguarding	Staff Children	All colleagues have a duty to safeguard children in their care to ensure they remain safe from neglect or harm. The Department for Education has issued updated guidance for keeping children safe in education during this time and whilst our safeguarding policy remains valid, we have included some additional measures to safeguard everyone.	Low	The company DSL is available at all times - this is Louise William and Lindsey Doe Known vulnerable children should be given a childcare place or we should work with the LA to secure a place elsewhere Any child who commits to regular attendance should be contacted if they do not arrive for care (in line with our nursery T&Cs which state we should be informed before 10am if not attending) Children due to start school may stay on for the September term (if agreement with the parents and transitioning school and in the child's best interest) Colleague recruitment checks to remain in force. If a DBS has been applied for and we are awaiting clearance (with references received) then the colleague may start work, but must be clearly identified to the team, not left alone with children or do any intimate care routine. Any concerns, changes in behavior of children, colleagues or parents must be addressed with the DSO and in the absence of them, straight to	Adequately controlled	Training All staff are trained on this risk assessment and any corresponding policies and procedures by Tinies Directors via video conferencing prior to returning to work.
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