



Coronavirus (COVID-19) Risk Assessment

This Risk Assessment is applicable to the following individuals: Staff, Children, Parents, Visitors to the premises.

1. Minimise contact with individuals who are unwell.				
Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none"> Someone in a family or a staff member is unwell with symptoms of coronavirus (a new continuous cough or sudden loss or change of sense of taste or smell, or a sudden high fever). A child comes to the setting with symptoms of coronavirus. Someone in the child's family has symptoms of coronavirus. 	<ul style="list-style-type: none"> If there is any of the above individuals showing symptoms of coronavirus, they will be advised will stay at home in line the guidance for household with possible coronavirus infection If it is a staff member and there are no qualified staff to run the setting in their absence, this will mean that the setting will close. The setting will stay closed until we have had a negative test or reached the end of the isolation period. If a child or member of the child's family shows symptoms of coronavirus, they too should stay at home until having a negative test or the end of the isolation period. 	<ul style="list-style-type: none"> Ask parents to provide regular updates on the health of their family/household Review illness and infectious diseases policy (and share with parents. Review contract or create a new one with parents. 	<ul style="list-style-type: none"> Daily check in with families as they arrive at the setting.

Autumn 2020	<ul style="list-style-type: none"> • If a staff member or child in our care becomes unwell with symptoms of coronavirus, while we are together. 	<ul style="list-style-type: none"> • Identify a separate space for children or adults who become unwell while at the setting, until they can go home. • Ensure room is well-ventilated, either by a ventilation unit or naturally (for example, open windows) • Make sure there is cleaning equipment and personal protective equipment available within easy reach of this area. • A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained, as well as other personal protective equipment if contact is necessary. • The area should be thoroughly cleaned after use. 	<ul style="list-style-type: none"> • Consider how we will keep a child that becomes unwell and the other children safe if a separate space is not possible. • Check stocks of cleaning equipment and personal protective equipment. • Update illness policy to include an agreement with parents that they will be able to pick up children immediately, if needed. 	<ul style="list-style-type: none"> • Recheck weekly or after someone has become ill in the setting.
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2. Hand washing / cleaning of premises and general hygiene

Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none"> ● Infection spreads easily from unclean hands. ● Infection can spread from surfaces. 	<ul style="list-style-type: none"> ● Hand washing facilities with soap and hot water in place. ● Stringent hand washing taking place. ● Staff to assist children to wash hands where necessary ● Paper towels for drying of hands ● See hand washing guidance. ● https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ● Gel sanitizers in any area where washing facilities not readily available ● Gel sanitizers in entrance and by Kitchen ● Children will be dropped off and collected at the entrance to the premises, where bags are to be left in a box, staff will use gloves on handover and disinfect handles of child's bag. ● Handover will be kept to a minimum. ● Non-essential visitors will not be permitted access to the ASC and Holiday Camps during the pandemic. Any visits will be re-scheduled until a later date. 	<ul style="list-style-type: none"> ● Complete and ensure all staff have completed relevant training ● Check stocks of soap and handwash as well as paper towels for drying ● Check stocks of hand sanitizer ● Practice handwashing routines with the children ● Implement any new handwashing routines, for example, on arrival at the setting ● Employees and children to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. ● Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. ● Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water or use a hand sanitizer. ● To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus ● Posters, leaflets and other materials 	<ul style="list-style-type: none"> ● Regularly throughout the day

			<p>are available for display.</p> <ul style="list-style-type: none">• Staff to always wear gloves on hand over of children. Masks, aprons and hair nets are provided and can be worn throughout staff shift depending on preference from individual staff member. <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.pacey.org.uk/Pacey/media/Web site-files/PACEY%20general/Coronavirus advice for educational settings poster.pdf</p> <ul style="list-style-type: none">• Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.• Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.• Management checks to ensure this is adhered to wherever possible.	
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3. Respiratory hygiene (catch it, kill it, bin it).

Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take (mark when done)	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none">• Coronavirus can be transmitted by being in close contact with those sneezing or coughing.	<ul style="list-style-type: none">• We will ensure the children and adults follow these instructions:<ul style="list-style-type: none">- Avoid touching your mouth, eyes and nose.- Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand.- Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water or use a hand sanitiser.	<ul style="list-style-type: none">• Use the resources on e-Bug to help children understand about coronavirus.• If someone is sneezing or coughing, check to see if they have other possible coronavirus symptoms.• Ensure a good supply of disposable tissues.	<ul style="list-style-type: none">• Daily

4. Clean surfaces that are touched frequently.

Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none"> Coronavirus can be transmitted on frequently touched surfaces 	<ul style="list-style-type: none"> Frequently touched surfaces, such as door handles, handrails, tabletops, play equipment, toys, devices (e.g. phones, iPads) will be cleaned often. When cleaning, we will use the usual products, like detergents and bleach, as these are very effective at getting rid of the virus on surfaces. We will follow the Public Health (PHE) guidance on cleaning for non-healthcare settings 	<ul style="list-style-type: none"> Review cleaning plan - how often cleaning is carried out and what needs cleaning most often. Where possible, remove anything that is difficult to clean, for example soft toys and furnishings. Ask children not to bring own toys into setting, unless necessary. Consider using washable throws to cover soft furnishings that cannot be removed. Consider how to manage food brought from home. Double bag any potentially contaminated waste and identify where it can be stored for 72 hours or until the individual tests negative. 	<ul style="list-style-type: none"> Before the setting opens to children and at the end of the day

5. Minimise contact and mixing.				
Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none"> There are more people involved in drop off and pick up times, therefore increasing the risk of passing on infection 	<ul style="list-style-type: none"> These are some suggestions to consider: <ul style="list-style-type: none"> Stagger drop off and pick up times for families with a waiting area outside if possible Not allowing parents into the setting Only one parent at a time to drop off or pick up Parents not to gather outside <p>Social Distancing</p> <ul style="list-style-type: none"> Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency where possible. https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Taking steps to review work schedules including start & finish times/shift patterns, teams of staff etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. 	<ul style="list-style-type: none"> Give families a specific pick up and drop off time. Make sure they know where to wait if they need to Ask parents not to come into the setting and to make an appointment if they need to talk face to face Use digital methods to communicate any handover information with parents Phone, text or email parents with new arrangements and put a letter into each child's bag Talk to parents about ways to settle children in who may be anxious after a long absence Review fire safety policy 	<ul style="list-style-type: none"> Check in with parents weekly to see if it's working or if they need a different time

<p>Autumn 2020</p>	<ul style="list-style-type: none"> ● Children playing together - some level of contact and mixing is inevitable in early years. ● During meal and snack times, children may sit close together. 	<ul style="list-style-type: none"> ● Children to only attend one setting where possible and be in small groups during the day. ● As much as possible, we will: <ul style="list-style-type: none"> - Alter the environment of setting to minimise contact and mixing. - Make the most of any outdoor space but continue to keep any fire doors closed inside. - Space children out during mealtimes, either by staggering groups (cleaning in between) or by spreading the chairs further apart. ● Parents will not be permitted to enter the setting ● Only one parent at a time for drop off/pickup ● Parents will be advised to maintain social distancing between each other outside the premises during drop off/pick up ● Redesigning processes to ensure social distancing in place. <p>Ensuring sufficient rest breaks for staff.</p>	<ul style="list-style-type: none"> ● Make a consistent plan with families about which children come on which days. ● Look at the space in the setting to see if anything can be rearranged to create different areas for the children to play in. ● Review garden and outdoor space to see how it can be maximised for safe play. ● Decide how close together children will be during mealtimes and modify the space or times the children eat. ● Talk to parents about any necessary wraparound care arrangements to avoid me or a staff member being in the same vehicle as a group of children. ● Make a plan to best support the needs of children with SEND, vulnerable and disadvantaged children. ● The temperature of staff and children will be taken upon collection at the child's school premises. Anyone displaying a temperature and/or new, persistent cough will need to remain at school and the child's parents will be contacted. The child or staff member will be denied entry to facility and medical advice must be sought. ● Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing 	<ul style="list-style-type: none"> ● Check timetable for which children on which days weekly ● Review play space regularly throughout the day
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6. Personal protective equipment (PPE).

Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take (mark when done)	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none"> ● PPE should not be used for children under 2 in any circumstances. <p>PPE only used in case a child becomes unwell in the setting with coronavirus symptoms and 1 or a staff member can't stay two metres away.</p> <ul style="list-style-type: none"> ● Some staff members who are able to work may have increased risk factors (as set out in the COVID-19: review of disparities in risks and outcomes report.) These staff may choose to use PPE more frequently in the setting. 	<ul style="list-style-type: none"> ● The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of two metres from others. ● PPE is only needed in a very small number of cases: children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. PPE should be worn if a distance of two metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms. 	<ul style="list-style-type: none"> ● Make sure a supply of PPE is available for when it might be needed, taking note of this advice: Use your local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, approach your nearest local resilience forum. ● PPE to be used as usual when changing nappies or carrying out intimate care needs. ● Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. ● Gloves to be worn on handover of child. 	Daily

7. Engage with NHS Track and Trace.				
Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take (mark when done)	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none"> anyone in a family, staff member or anyone visiting the setting who displays symptoms of coronavirus (COVID-19) can and should get a test. 	<ul style="list-style-type: none"> Remind the person with symptoms that they should remain at home until either they test negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), at which point they can stop self-isolating. Guidance - Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (Updated 13 August 2020) Book a test as quickly as possible, either online through the NHS website, or by telephone via NHS 119. 	<ul style="list-style-type: none"> Anyone displaying symptoms - staff or children - must not come into the setting and must be sent home to self-isolate if they develop symptoms in the setting. I will support children or staff to self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if they test positive for coronavirus (COVID-19) Make available the details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 	<ul style="list-style-type: none"> Whenever anyone in a family, staff member or anyone visiting the setting displays symptoms of coronavirus.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the setting community.				
Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take (mark when done)	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none"> Someone in the setting may inadvertently spread the virus to close contacts before becoming symptomatic Close contact means: Direct close contacts - face to face contact with an infected individual for any length of time, within 2 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). Proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual. Travelling in a small vehicle, like a car, with an infected person 	<ul style="list-style-type: none"> Follow procedures and plans to deal with symptomatic people. If we become aware that someone who has attended has tested positive for coronavirus (COVID-19) we will contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace. Keep a record of children and staff in specific groups/rooms (where applicable) and close contact that takes places between children and staff in different groups/rooms. This should be a proportionate recording process. Cooperate with the local health protection team to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Share the template letter provided by and on the advice of the health protection team, to send to parents and staff if needed. I will not share the names or details of people with coronavirus (COVID-19) unless it is essential to protect others. 	<ul style="list-style-type: none"> I will send home those people who have been in close contact with the person who has tested positive, advising them to self- isolate for 14 days since they were last in close contact with that person when they were infectious. Acting on the advice from the health protection team, I will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Ensure that records are kept accurately. These should cover children and staff in specific groups/rooms (where applicable) and close contact that takes places between children and staff in different groups/rooms 	

9. Contain any outbreak by following local health protection team advice.

Date	Identify Hazards	What can be done to remove or lessen the risk?	Action to Take (mark when done)	Recheck: when and how
Autumn 2020	<ul style="list-style-type: none"> An outbreak of COVID-19 in the setting. This may be declared if there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected. 	<ul style="list-style-type: none"> Follow the prevention steps previously identified. Follow health protection team recommendations if a larger number of other children are required to self-isolate at home as a precautionary measure – perhaps the whole site or a group. 	<ul style="list-style-type: none"> Contact the local health protection team and follow their advice on whether additional action is required. https://www.gov.uk/healthprotection-team Only close the whole setting on the advice of health protection teams 	<ul style="list-style-type: none"> Whenever two or more confirmed cases arise within 14 days