



Risk Assessment Form Coronavirus (COVID 19)

28/06/2021

| What are the hazards? | Who might be harmed and how? | What are you already doing ? | What further action is necessary? | By whom | Reviewed / Action Taken |
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| <p>Contracting or spreading coronavirus by not washing hands or not washing them adequately, or not having good respiratory hygiene in place.</p> | <p>Children Practitioners Parents Visitors Contractors Delivery Staff</p> | <ul style="list-style-type: none"> Follow the Government PHE endorsed 'system of controls' Provide running water, soap and drying facilities. Clean hands thoroughly and more often than usual Provide information on how to wash hands properly and display posters To clean hands, wash thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub / sanitiser ensuring that all parts of the hands are covered. Provide hand sanitiser for the occasions when people can't wash their hands Providers must ensure that staff clean their hands regularly, including: when they arrive at the setting, when they return from breaks, when they change rooms, before and after eating and after using the bathroom Young children and those with complex needs should continue to be helped to clean their hands properly. Skin friendly | <p>Put in place monitoring and supervision to make sure staff are following controls</p> <p>Put signs up to remind people to wash their hands</p> <p>Provide information to staff about when and where they need to wash their hands</p> <p>If people can't wash hands, provide information about how and when to use hand sanitiser</p> | <p>Manager and all Staff</p> | |

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| | | <p>cleaning wipes can be used as an alternative.</p> <ul style="list-style-type: none"> • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Ensure there are always enough tissues and bins available. Dispose of tissues into a disposable rubbish bag and immediately clean hands with soap and water or use a hand sanitiser | <p>Check and replenish hand washing/sanitising facilities when needed on a daily basis</p> <p>Ensure children develop good hand washing routines, before eating, after nose wiping, after using the bathroom, after messy play, after outdoor play.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE: Put it in a plastic rubbish bag and tie it when full, Place the plastic bag in a second bin bag and tie it This should be put in a suitable and secure place and marked for storage until the individual's test results are</p> | | |
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| | | | known. Waste should be stored safely and securely kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. | | |
| Contracting or spreading coronavirus in common use high traffic areas such as, corridors, rest rooms, toilet facilities, entry/exit points to nursery, stairs, office and other communal areas | children Practitioners Parents Visitors Contractors Delivery staff | Follow the Government PHE endorsed ' system of controls ' Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergent Identify: areas where people will congregate, e.g. reception, Hall, Playrooms, office, kitchens etc and ensure stringent cleaning takes place in these areas. | Put in place monitoring and supervision to make sure Staff are following social distancing rules and these are being met | Manager and all Staff | |

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| | | <p>We will limit the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks.</p> <p>We will have a maximum of 6 people in our meeting rooms</p> <p>We will reorganise facilities in communal areas, for example, spacing out tables, so social distancing rules can be met.</p> <p>We will leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</p> <p>We will provide hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser at the entrance/exit to playrooms.</p> <p>We will put signs up to remind people to wash and sanitise hands and not touch their faces.</p> <p>We will Put in place cleaning regimes to make sure high traffic communal areas are kept clean.</p> | Put in place monitoring and supervision to make sure teams / staff are following controls | | |
| Contracting or spreading coronavirus by not cleaning surfaces, equipment and resources | children Practitioners Parents Visitors | Follow the Government PHE endorsed ' system of controls ' | Provide information, cleaning schedules, | Manager and all Staff | |

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| | <p>Contractors Delivery staff</p> | <p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents</p> <p>We will put in place and maintain a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <p>More frequent cleaning of rooms that are used by different groups</p> <p>frequently touched surfaces being cleaned more often than normal</p> <p>Clear procedures for maintaining cleaning processes for food preparation areas, dining areas and table coverings.</p> <p>Different groups do not need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet</p> <p>Individual and very frequently used equipment, such as pens, it is recommended that staff have their own items that are not shared</p> <p>Resources, such as books, toys and equipment, can be used and shared within their group; these should be cleaned regularly, along with all frequently touched surfaces.</p> | <p>Provide instruction and training to staff who need to clean. Include information on: the products they need to use precautions they need to follow, the areas they need to clean</p> <p>Identify how we are going to replenish cleaning products</p> | | |
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| | | Outdoor playground equipment should be more frequently cleaned. | | | |
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| | | <p>We will limit the amount of personal belongings Children bring into the setting each day. Essentials such as lunch boxes, hats, coats and bags are allowed</p> <p>All settings should follow the PHE guidance for cleaning non-healthcare settings.</p> | | | |
| Contracting or spreading coronavirus by not minimising contact between groups of children and adults where possible | Children Practitioners Parents Visitors | <p>Follow the Government PHE endorsed 'system of controls'</p> <p>We will minimise contact between groups of children where possible. For example: we will use different rooms for different age groups, keeping these groups apart as much as possible. At lunch times we will seat the younger and older children apart to avoid unnecessary contact.</p> <p>Parents and carers will be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently.</p> | <p>Monitor and review based on numbers of children attending and group sizes (contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive)</p> <p>Providers, parents and carers should work through the 'system of controls' collaboratively to address any risks</p> | Manager and all Staff | |

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| | | | identified and allow them to jointly deliver appropriate care for the child. | | |
| Contracting or spreading coronavirus by not using or wearing the correct PPE / face coverings when needed. | Children Practitioners Parents Visitors Contractors | <p>Follow the Government PHE endorsed 'system of controls'</p> <p>Follow guidance: safe working in education, childcare and children's social care (provides more information about preventing and controlling infection, how PPE should be used, what type of PPE to use, and how to source it) Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Where recommended, the use of face coverings</p> <p>PPE is required:</p> <p>when an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained</p> <p>when a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p> <p>When social distancing is difficult to maintain in communal areas.</p> | <p>Consider situations indoors where social distancing between adults is not possible (for example, when moving around in corridors and communal areas),</p> <p>providers have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors whilst acknowledging some individuals may be exempt</p> <p>Face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against</p> | Manager and all Staff | |

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| | | <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</p> <p>We will have a small contingency supply of face coverings available for people who:</p> <p>Are struggling to access a face covering</p> <p>are unable to use their face covering as it has become damp, soiled or unsafe</p> <p>Have forgotten their face covering</p> <p>When using face coverings, staff will:</p> <p>Clean/Sanitise hands before and after touching face coverings – including to remove or put them on</p> <p>Safely store face coverings in individual, sealable plastic bags between use</p> <p>Will not touch the front of their face coverings during use or when removing them.</p> <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> | <p>droplet spread in specific circumstances but are unlikely or be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> | | |
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| | | Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day. | | | |
| Poor workplace ventilation leading to risks of coronavirus spreading | Children Practitioners Parents Visitors | <p>Follow the Government PHE endorsed 'system of controls'</p> <p>Keep occupied spaces well ventilated</p> <p>Use natural ventilation – opening windows, when it is safe to do so. In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space</p> | <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <p>opening high level windows in preference to low level to reduce draughts</p> <p>increasing the ventilation while spaces are unoccupied</p> <p>re-arranging furniture where possible to avoid direct draughts</p> | Manager and all Staff | |

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| | | | Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces. | | |
| Increased risk of infection and complications for vulnerable children and adults | Children Practitioners Parents | <p>Identify if staff or children fall into one of the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable • Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) <p>Discuss with employees what their personal risks are and identify what you need to do in each case</p> <p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures.</p> <p>Discuss with parents what their child's personal risks are and put extra measures in place and agree if the child should attend nursery or not.</p> | Ensure staff know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant | Manager and all Staff | |
| Contracting or spreading coronavirus by not having effective systems in place during arrival and departure times | Children Practitioners Parents Visitors Contractors | <p>We will follow social distancing rules by:</p> <p>Displaying Signs asking parents and visitors to keep 2 metres apart and remind parents and visitors verbally if needed</p> <p>Using one-way systems if needed</p> | Continuously monitor and review procedures; make any changes required in line with revised guidance. | Manager and all Staff | |

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| | | <p>limiting the number of people on site at one time</p> <p>Parents hand over / collect children at the front door and do not enter the premises.</p> <p>We will Consider how information about children's needs will be communicated with parents/ carers during drop off / collection points. We will use alternative communication methods at different times of the day, i.e. using telephone calls, emails,</p> <p>staff arriving and leaving work will wash hands on arrival and departure. personal belongings brought on site will be kept to a minimum.</p> <p>If staff use public transport for travel arrangements ensure guidelines are followed.</p> | <p>Change signing in procedures to be completed by a staff member</p> <p>Where possible, the same person to collect and drop off their child</p> | | |
| <p>Contracting or spreading the coronavirus by not having effective procedures in place during daily routines, personal care and activities.</p> | <p>Children Practitioners Parents Visitors</p> | <p>Follow the Government PHE endorsed 'system of controls'</p> <p>We will Identify those daily routines and play activities where additional measures can be put in place to help reduce the risk of infection for example:</p> <p>Review mealtime arrangements; ensure rigorous health and hygiene practices are fully in place. Consider how children will bring packed lunches / containers that can be sanitized.</p> <p>Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing</p> | <p>Ensure toilets do not become crowded by limiting the number of children who use the toilet facilities at one time.</p> <p>We will not host any performances with an audience. We will consider alternatives such as recording performances, subject to the usual safeguarding</p> | <p>Manager and all Staff</p> | |

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| | | <p>symptoms of coronavirus (COVID-19). This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves.</p> <p>Independent snack time and children's self-serving may need to be suspended temporarily.</p> <p>Ensure systems are in place for children to have access to water, this should be supervised effectively.</p> <p>Ensure children have their own sheets / blankets at sleep time and keep children as spaced out as possible. Beds to be sanitised after each use</p> <p>Risk assess activities that involve malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning.</p> | considerations and parental permissions | | |
| Contracting or spreading the coronavirus by not having effective procedures in place when administering first aid / having correct PFA qualifications | Children Practitioners Parents Visitors | <p>Review staff training requirements considering coronavirus (COVID-19) i.e. Paediatric First Aid (PFA) supporting children's health and well-being, transitions, health and safety/cleaning methods.</p> <p>Ensure temporary PFA requirements, current EYFS coronavirus disapplication's are maintained when planning staff rota's Refer to the Health and Safety Executive published guidance on first aid during coronavirus (COVID19)</p> <p>The requirement for at least one person who has a full PFA certificate to be on the premises at all times when children are present remains in place</p> | <p>Consider all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed during any period of intervention related to coronavirus (COVID19), including:</p> <p>the number of children on the</p> | Manager and all Staff | |

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| | | <p>at all times where there are children below the age of 24 months</p> <p>During any period of intervention relating to coronavirus (COVID-19), if children are aged 2 to 5 within a setting, providers must use their 'best endeavours' to ensure one person with a full PFA certificate is on site when children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current first aid at work or emergency PFA certification is on site at all times children are on premises.</p> <p>New entrants (levels 2 and 3) will not need to hold a PFA certificate within their first 3 months in order to be counted in staff: child ratios, during any period of intervention related to coronavirus (COVID-19).</p> <p>From 1st April 2021 practitioners must attend requalification training to renew expired certificates.</p> | <p>premises the staff to child ratios</p> <p>the types of activities undertaken with the children on the premises</p> <p>the likely need for first aid based on the needs of the children attending the premises</p> <p>first aider knowledge among staff on the premises</p> <p>Staff providing first aid to children will not be expected to maintain 2m distance.</p> <p>The following measures will be adopted:</p> <p>washing hands or using hand sanitiser, before and after treating injured person;</p> | | |
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| | | | <p>wear gloves or cover hands when dealing with open wounds;</p> <p>if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</p> <p>if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth</p> | | |
| Contracting or spreading coronavirus by not having effective procedures in place during indoor and outdoor play / activities, outings / day trips. | | At present we will not be participating in outings or day trips off site. | | | |
| Contracting or spreading coronavirus during the delivery of parent and child groups. | | At present we will not be hosting any toddler or parent groups on site. | | | |

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Notes:

- Soap and water are more effective than using sanitisers.
- Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable, but it is acknowledged that this is not always possible in nurseries. However, all the measures in this assessment are aimed at reducing transmission risk.
- Wearing a face covering or face mask in nurseries is not recommended by PHE. The majority of staff in childcare settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:
 - Children 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
 - If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.
- This assessment is to be read in conjunction with the 'Activity Risk Assessment for Carey Childcare Centre', particularly regarding preparation of food, delivery of fresh food, storage of food, cleaning of dining area, washing up, cleaning kitchen, use of outdoor playground, laundry, general cleaning of toys, water play, personal hygiene, changing of nappies, sterilising baby feed equipment, cleaning of children's toilet area, children playing/crawling on dirty surfaces, cooking with children, playing with play-do and general cleaning and maintenance of toys.

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