COVID-19 Risk Assessment

28 May 2020

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| Hazard | People who may be harmed | Harm | Risk:  High/Medium/Low | ACTIONS TO MINMISE RISK | Further Action required /review |
| Drop off/ pick up – new routine, ability to maintain social distance, | Children Parents  Staff | Transmission of Coronavirus  Well-being | M | Pre-determined drop off/ pick up times, markers for social distancing leading up to gate, one parent only drops off/picks up. Parent waits at gate and staff member receives child at door. In the event of a child not wanting to separate from parent, staff member can approach and carry chid indoors with mutual consent and at their own risk. Child’s temperature is taken on arrival before parent leaves. Prior communications with parents necessary to ensure protocol is explained in advance.  Parents are not allowed to enter the setting. Children should wash hands immediately on arrival and so arrival times should be staggered to allow the extra time to do this. |  |
| If children are unable to change shoes/ deal with their coats or clothing, staff have to spend time in close contact. | Children Staff | Transmission of Coronavirus  Well-being | L | Children to wear shoes that are comfortable and suitable to wear all day so no need to change. Parents should give thought to coats/ jumpers/buttons on trousers etc and send children in with clothes which require minimal assistance. No bags, clothes from home and no toys from home. Clean clothes to be worn each day. Staff to consider the option of changing at the setting to avoid cross contamination. |  |
| Staff room is a small space | Staff | Transmission of Coronavirus | L | Use of the staff to be staggered due to size. |  |
| Phone/iPads - sharing resources, resources moving from home to setting and vice versa | Children Staff | Transmission of Coronavirus | L | Staff should only handle their own iPads and the setting phone should be cleaned after each use. Clean iPads regularly. Do not allow children to handle iPads. Use of computer/printer limited to one person. IPads to remain at setting. |  |
| Without regular cleaning the coronavirus is known to remain on hard surfaces and soft furnishings. | Children Staff | Transmission of Coronavirus | M | Regular cleaning required through the day of hard objects that are touched.  Staff to be made aware of additional cleaning responsibilities and briefed on infection control and additional risk assessments   * Daily checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include:   Door handles  Table tops/chairs  Toys/equipment/resources  Light switches  Toilets  Sinks  Door bell  Fridge  Kettle   * Staff to use disposable cloths and warm soapy water and/or antibacterial spray * Staff to wear disposable or washing-up gloves and aprons for cleaning * In areas where a break out of COVID-19 is suspected all cleaning materials will be double-bagged, then stored securely for 72 hours and thrown away in the regular rubbish after cleaning is finished * If an area has been heavily contaminated, such as with visible bodily fluids, from a person with symptoms additional PPE must be worn - use protection for the eyes, mouth and nose, as well as wearing gloves and an apron * Where possible soft furnishings have been removed from the environment where they are not washable, wipeable or disposable * Setting to closed on Saturday, Sunday and Monday to allow for 72 hours to pass which reduces risk of virus being present |  |
| Toys/equipment - Without regular cleaning the virus is known to remain on hard surfaces and soft furnishings. | Children Staff | Transmission of Coronavirus | M | Only hard toys which can be washed to be provided, and they should be washed between groups. Wipe down climbing frame and slide between groups (if used). Where appropriate allocate stationery, pens etc for each group and not mix it. Multi-person use resources such as playdoh should not be used. Books can be used but a selection allocated to each group and not mixed between groups. |  |
| Extended periods outdoors - Risk of sunburn in hot weather | Children Staff | Sunburn / Heat stroke | L | Parents asked to apply long lasting sun cream to child before attending setting, and to send children with a sun hat. Staff to take precautions – use sun cream, wear sunhat and use shaded areas. |  |
| Spread of virus through touching face and sneezing or coughing | Children Staff | Transmission of Coronavirus | H | Children and staff to wash hands with soap and water for 20 seconds on regular basis throughout the day, also immediately on entry to the setting, before eating, after using the toilet and after using a tissue to wipe nose. Bins to be emptied on a regular basis. Encourage children to cough into elbow. |  |
| Lunch table - Children sitting and eating for a period of time together is a high risk point. Items being brought in from home and children needing assistance | Children Staff | Transmission of Coronavirus | M | It is recommended that lunches should be run at half capacity and children spaced out.  Lunches should be brought in a hard plastic container which is to be sanitised by a member of staff on arrival. Contents should be easy for the child to access/open to allow for minimal staff contact. Children to bring their own cutlery if required. Staff to sit at a social distance during lunch club. Children to bring in their own water bottle which can be refilled and staff should have an allocated cup. |  |
| Passing the virus through preparing snack | Children Staff | Transmission of Coronavirus | L | Children to bring own fruit from home |  |
| Risk of infection from close contact helping child with personal care/nappies | Children Staff | Transmission of Coronavirus | H | Toilets to be cleaned regularly. If more than one group attending consider allocating a toilet for each group. Gloves/apron/face protection to be worn by staff member assisting personal care. Thorough handwashing. |  |
| Risk of infection from bodily fluids/taps in staff toilets | Staff | Transmission of Coronavirus | L | Toilet to be cleaned regularly. Thorough handwashing. |  |
| Risk of transmission with lots of young children in a small area | Children  Staff | Transmission of Coronavirus | M | Reduce number of children in setting each day. Children will be allocated a small group as per government advice. Only have one group of children in at any one-time. Cleaning throughout the day and deep cleaning between groups. Staff should be allocated to groups where possible. Generally, windows should be opened for ventilation. Handwashing to be supervised throughout the day. Snack and lunches to be organised so children are well spaced out, snack on a rolling basis two children at a time if necessary. |  |
| Child arriving unwell - Potential risk child has coronavirus. | Children  Staff | Transmission of Coronavirus | L | Recommended that child does not enter setting if they arrive unwell. |  |
| Child becoming unwell at setting with symptoms associated with coronavirus – risk of transmission | Children  Staff | Transmission of Coronavirus | M | If child has symptoms of coronavirus develop at setting they should be isolated in a separate room if possible, the member of staff allocated to care for them should wear PPE including a fluid resistant surgical mask. Windows should be opened for ventilation. They should return home as soon as possible and guidelines followed. After they leave, the area should be cleaned with normal disinfectant. If their condition deteriorates while at the setting 999 should be called. Families within that group notified that we have a suspected case. If test confirms coronavirus – follow government test and trace policy. Notify all parents and staff. |  |
| Staff member becoming unwell at setting with symptoms associated with coronavirus | Children  Staff | Transmission of Coronavirus | M | As above if they develop symptoms but member of staff who is unwell can also wear mask to protect others and should return home immediately if safe to do so and follow guidelines. Other staff called in to cover session. |  |
| Administering first aid, close contact is necessary, increasing any risk of transmission. Bodily fluids particularly saliva or vomit increase the risk. | Children  Staff | Transmission of Coronavirus | H | Discussion should be had between staff regarding what PPE is appropriate for first aid treatment, depending on the nature of the injury/illness. When treating illness or injury where bodily fluids are present staff should be protected with PPE. |  |
| Face masks are shown to provide a level of protection for the wearer and others nearby. Not recommended to be worn by young children due to breathing issues/correct usage unlikely.  If children are not told in advance that staff may wear masks they may become upset when they see them. | Children  Staff | Transmission of Coronavirus | L | Use of face masks is allowed for staff only, should they choose to wear one. If so, hygiene of the mask should be maintained (single use or washed after each use). Parents to be informed that masks may be worn by the staff so they can tell their children in advance. |  |
| Visitors eg maintenance risk virus being brought into setting | Children  Staff | Transmission of Coronavirus | L | Visitors such as cleaners/workmen and so on should come out of opening hours. PPE should be discussed in advance, also special instructions eg double bagging bin bags with tissues. Advisable that volunteers do no attend setting for this period. |  |