



RISK ASSESSMENT FOR CORONAVIRUS (COVID 19)

Area of Activity being Assessed: COMPLETE SERVICE UNIT

Date of Assessment: August 2020 - Ongoing

Assessed By: Management and Staff

Identified Hazards	Action Taken	Frequency of Risk			Who may be harmed	Level of Harm			Control Measures	Frequency of checks
		Low	Med	High		Low	Med	High		
Pre-Opening Exposure to cleaning chemicals	Prior to re-opening, a thorough clean will be completed. Existing process for cleaning in place and appropriate PPE will be issued to staff.		X		Employees		X		All cleaning should be conducted in accordance with Existing COVID 19 guidance for Childcare settings along with Infection prevention and control guidance.	Cleaning has and will remain a daily requirement, however this will become more frequent and regular.
Pre-Opening Staff/children. Carers /parents unaware of new processes	Settling in of Staff / Children etc.		X		Employees Children/ Parents/ Carers etc. Visitors / Contractors		X		A map could be displayed in the setting detailing entry/exit points and new circulation patterns, for use by staff and parents. Social stories and videos shared with children in advance to explain what will be new, and what the return to ASC will be like. Clear signage and colour coding on walls and floors could be implemented prior to return to help with wayfinding, along with taping off specific areas. Appropriate visuals for children. These will need to be clear and child-friendly to	Guidance and recommended risk control measures will be sourced directly from the government guidelines and reviewed as and when updates are published

								enable them to be understood by as many children as possible, taking account of any visual impairment's children may have. These could include signs that display meaningful pictures or symbols. Any signage that involves direct interaction from children will need to be cleaned regularly and additional methods of communication should also be considered.	
Contact with persons suffering from coronavirus leading to illness	If an employee, child or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.				Employees Children/ Parents/ Carers etc. Visitors / Contractors			<p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are potentially contaminated • All potentially contaminated high-contact areas such as toilets, door handles, toys, equipment, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) do not need to be specially cleaned/ disinfected.</p> <p>If a person becomes ill in a shared space, these will be cleaned according to current recommended workplace legislation and practice.</p> <p>Persons worried about symptoms should use the NHS 111, only if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If</p>	Guidance and recommended risk control measures will be sourced directly from the latest information published on the Government Website and regularly reviewed

									the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.	
Contact with persons who may have been exposed to coronavirus	Immediately follow the guidance as provided by the Government				Employees Children/ Parents/ Carers etc. Visitors / Contractors				Employees or children who are suspected to have coronavirus are to self-isolate in accordance with the government guidance. Other persons who may have been exposed to coronavirus will also be instructed by the government guidance to self-isolate.	Regular reviews and updates must be monitored.
Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	All existing risk assessments will be maintained and followed				Employees				There is currently no perceived increase in risk for handling of post or freight from specified areas. All staff are to maintain good hygiene in line with the organisation's HACCP. Posters promoting good hand hygiene will be displayed in food areas.	Regular reviews of process and procedures.
Disposal of waste	All existing processes to discard waste will be followed as normal. If 'waste' that has been identified as being potentially contaminated by a coronavirus sufferer contact the Health Protection Team for further instructions				Employees Children/ Parents/ Carers etc. Visitors / Contractors				All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag, and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.	Regular reviews of process and procedures.

<p>Service open Reduce Risk of Infection</p>	<p>Additional process steps to ensure that the service reduces the possibility of contracting or spreading the COVID 19 Virus</p>				<p>Employees Children/ Parents/ Carers etc.</p> <p>Visitors / Contractors</p>				<p>Children will always be in the same small groups each day, and different groups are not mixed during the day, or on subsequent days.</p> <p>Children will be given the same member of staff and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straightaway. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Hand sanitiser to be available in each room (in use), entrances and exits of buildings, and near toilets. • Try to avoid close contact with people who are unwell. • Do not touch your eyes, nose, or mouth if your hands are not clean. • We will ensure that all frequently touched surfaces, equipment, door handles, handrails, tabletops, electronic devices (i.e. phones) and toilets will be cleaned thoroughly several times a day. • Staff should use their own cup/cutlery and ensure these are cleaned straight after use. • Each setting must be cleaned every night or when children’s sessions change, in preparation for a new group of children being in the next 	
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									<p>day/session.</p> <ul style="list-style-type: none">• Toys and equipment that children access should be cleaned each day – between sessions and at the end of the day or before the session begins – using standard detergent and disinfectant.• Children will require comfortable areas to play, however any soft furnishings such as throws should be removed, unless clearly required. If required, they should be used for individual children and should be washed after use. Where children sleep or nap in the setting, children should have individual bedding, stored in individual bags, and this should be laundered frequently and as a minimum weekly.• Children will only be permitted to bring toys in from home where the toys can be thoroughly cleaned/washed/disinfected.• We will maintain indoor space requirements:• Where applicable, we will use area dividers to keep children in different parts of the room, and floor markings to assist staff with keeping groups apart.• We will ensure the use of communal spaces will be managed to limit mixing between groups as much as possible.• We will ensure that staff who are symptomatic do not attend work.• All persons are encouraged to frequently wash their hands and practice good respiratory hygiene (Catch it, Bin it, Kill it). This will include posters and fun activities for children to remind of methods.	
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								<ul style="list-style-type: none">• Where possible, staff meetings and training sessions should be conducted virtually, and staff will remain at a safe distance from each other during breaks, including in staff rooms or other staff areas in the setting.• We will ensure that children are supervised when washing hands.• We will ensure that there is a good supply of disposable tissues throughout our setting.• Where possible, we will ensure the availability of lidded bins, preferably operated by a foot pedal, and that tissues are immediately disposed into bins and that these are emptied throughout the day.• We will communicate a policy on bringing items and toys from home (where this is absolutely necessary), including cleaning on arrival.• We will reduce contact between parents and carers when dropping off and picking up their children by limiting drop-off and pick-up to one parent or carer per family and staggering timings.• We will not allow parents or carers into the setting unless essential and will arrange for children to be collected at the door.• We will keep windows open as far as possible to ensure ventilation and use outdoor areas as much as possible.• We will limit external visitors to the setting and ensure that they only come into the building when absolutely necessary.• We have conducted an audit to determine the availability of staff to work in our setting, and will increase staff members if required• A face mask should be worn if a distance of two metres cannot be maintained from a child who is symptomatic and awaiting collection. If contact is neces-	
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									<p>sary, then gloves, an apron and a face mask should be worn. If there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> • We will provide instruction and training to staff on infection control, for example putting on, taking off and disposing of PPE. Correctly. • Updated emergency contact details are in place for both staff and children. • We will ensure that all parents and carers understand that if a child has coronavirus symptoms, or there is someone in their household who does, they should not attend our setting under any circumstances. • We will keep group sizes to a maximum of eight children (as preferable) so that groups are as small as possible. • We will discuss with the local education authority where we are unable to maintain sufficient group sizes. • Undertake the Ellis Whittam COVID-19 Contractor Checklist. • Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment. • Community events/meetings cancelled until further notice. • Governors/Trustees meetings cancelled / held remotely until further notice. • Up-to-date emergency contact details held. • New and expectant mothers risk assessment completed. • Windows opened to allow ventilation. • Discussions with insurer to determine further requirements. • Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'. • Staff advised to bring their own food to work. • Ellis Whittam's COVID-19 Health & Safety Policy in place. • Ellis Whittam's Health and Wellbeing 	
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									<p>Policy in place.</p> <ul style="list-style-type: none"> • Usage of Ellis Whittam’s COVID-19 Return to Work Form with staff. • Lunch and breaks staggered to minimise social gatherings for children and staff. • Regular family contact to ensure that children from families with symptoms do not attend. • Space audit conducted in order to evaluate the splitting of room sizes. • Refer to separate children with (EHC) Plans in place risk assessments. • Cycle storage facilities available – employees and children encouraged to walk/cycle to organisation (where feasible). • Adequate supplies of face masks, eye protection, gloves and aprons are available for children who become unwell and need direct personal care, PPE (apron and gloves will be used providing child is not showing symptoms. If symptomatic they will be sent home. • The usage of play equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time. • Flow of children and staff around the building reviewed to enable two-metre distancing to be maintained, where possible (control measures could include one-way systems, dividers installed in the middle of corridors or floor markers). • Use of outdoor spaces for teaching and learning. • Halls and dining areas are used with half-normal capacities. • Use of test and trace apps by individuals to establish data. • Records maintained of staff/children who have been tested for COVID-19. • We will consider how we will involve parents and carers in planning and agreeing any changes to support, including reviewing EHC Plans. • COVID-19 training completed. 	
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								<ul style="list-style-type: none">• An extension of three months has been granted to the expiry of first aid certificates (including paediatric).• Review of first aid needs assessment conducted, all Staff have either completed First Aid training or have been booked to attend this training ASAP.• Consider new approaches that will need to be taken to minimise the sharing of resources between groups, for example for painting, sticking, cutting and outdoor construction activities, which should be thoroughly cleaned before and after use by different groups.• Malleable resources, such as play dough, should not be shared between groups and public health advice is that, as sand pits cannot be thoroughly cleaned between uses, they should not be used at this time. Consider how resources can be used safely and in which circumstances, and which items it might be more practical to remove during this time.• Plan how outdoor space, where available, can be used as much as possible.• Ensure outdoor equipment and toys are appropriately cleaned between use by different groups.	
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Date of Review	Confirmed by	Comments

I have read the COVID 19 risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

