

Childcare Provider Name	Chestnut Playgroup
Activity / Task	COVID-19 Risk Management Assessment (Childcare Settings)
Completed by & Date	16/12/21
Review Date	As and when needed or directed by the LA, public health or government requirements.

This Model Risk Assessment should be used and modified to suit the childcare setting

“You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your setting and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of setting leaders in relation to health and safety risk assessments and managing risk, see health and safety responsibilities and duties for schools.” (Actions for Early Years and Childcare Providers during the Coronavirus (Covid-19) Pandemic)

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
Workforce contracting Covid-19		<ul style="list-style-type: none"> Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with their employer if they do not wish to</i> Staff will be encourage to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online 	<p>All staff to notify Charlene if they have had their vaccines or not and when they had them.</p> <p>Charlene to keep a regular supply of LFTs within the setting.</p>	<p>All staff</p> <p>Charlene</p>	<p>ASAP</p> <p>As and when needed</p>	

		<ul style="list-style-type: none"> Staff that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees 	Charlene to complete risk assessments with staff as and when needed			
Children who are clinically extremely vulnerable contracting Covid-19		<ul style="list-style-type: none"> All children who were previously considered CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. 	Parents to inform the setting if their child comes under CEV category.			
Children and staff travelling from abroad		<ul style="list-style-type: none"> Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self isolate on their return Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate list of countries for more information 	Staff need to inform the leadership team if they are planning on going abroad.	All staff	As and when needed	

<p>Positive case within the setting</p>		<ul style="list-style-type: none"> ● Close contacts (Omicron or other variants) will be identified by the NHS Test and Trace service - adults over 18 who have not received two vaccinations will be required to self-isolate on contact with a positive case. ● Adults who have received two doses of vaccine more than two weeks previously will be advised to take part in daily rapid lateral flow testing for 7 days and only isolate and take a PCR test if one of these is positive ● Children under 5 who are asymptomatic contacts of someone who tests positive for COVID-19 (omicron or not) are exempt from self isolation and do not need to take part in daily rapid lateral flow testing. ● If a member of staff has become ill with COVID-19 due to exposure in the setting, RIDDOR must be informed using the online form available here ● Cases of Covid-19 should be reported to the Local Authority as soon as possible using the Early Years COVID-19 Information Sharing Form ● If you require further support or help, email EarlyYears.Service@cambridgeshire.gov.uk ● If advised by Public Health the setting should implement their Outbreak Management Plan ● The Management team will complete the Support Request Form if the number of cases (PCR positive) within 10 days among children or staff who have mixed closely: <ul style="list-style-type: none"> • Increases rapidly or • 5 cases (2 for special schools and boarding schools) or 	<p>Charlene to send an email out to all parents and staff informing them of the new and updated guidance.</p>	<p>Charlene Hayes</p>	<p>ASAP</p>	
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		<ul style="list-style-type: none"> • 10% of the cohort (e.g. in a setting with 20 children this would be 2) or • Single hospitalisation or death due to COVID-19 • The Management team will notify Ofsted of any confirmed cases within the setting 				
Spread of Covid 19 within the setting - hygiene		<ul style="list-style-type: none"> • The setting has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of childrens hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. • Monitor the use of hand sanitiser with young children to ensure it is not ingested • Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. • Staff will model the use of “catch it, bin it, kill it” to the children (See the e-Bug website) 	All staff to keep a good check on all stock and to inform Charlene as soon stock runs low.			
Spread of Covid-19 within the setting – ventilation		<ul style="list-style-type: none"> • Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use • Identify any poorly ventilated areas and take steps to ventilate these as well as possible • Plan to use outdoor space as often as possible during the day • Consider referring to Health and Safety Executive guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic 	CO2 monitors are now in place and being monitored daily, by all staff.			

<p>Spread of Covid-19 within the setting – enhanced cleaning</p>		<ul style="list-style-type: none"> ● Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. ● Where possible ensure surfaces are kept clear to enable cleaning ● Consider having clear signage in each room laminated (so that it is wipeable) detailing touch points. ● If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean. ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time. 	<p>Charlene to complete a wipable cleaning sheet to replace the cleaning records that we currently have in place to minimise the amount of paper being used.</p>			
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Use of face coverings		<ul style="list-style-type: none"> ● In communal areas and any parts of the building where social distancing is impossible or ventilation is poor face coverings should be worn, if possible. See circumstances where people are not able to wear face coverings for exceptions to this. ● Ensure that staff are aware on how to safely wear and remove face coverings, for example by sharing this video from the BBC. ● If face coverings are being used ensure that there is safe storage and adequate washing facilities for the coverings when not in use. ● Ensure that visors if worn are in addition to face coverings, not instead of them and that staff understand that they do not provide protection alone. ● Employers must be sympathetic to staff members and parents/carers who are not required to wear face coverings. ● Consider asking parents/carers to wear face coverings at drop off and pick up times or whilst conversing with staff and ensure this is communicated to parents/carers clearly. 	There is a good supply of face coverings within the setting for all staff to access if needed.			
Child or staff member displaying symptoms whilst in the setting		<ul style="list-style-type: none"> ● Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> ○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) ○ A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) 				

		<ul style="list-style-type: none"> ○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal ● Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this. ● If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should bok a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is available. ● If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. Their fellow adult household members will be advised to follow current NHS guidance on self isolation. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ ● The isolation period includes the day the symptoms started and the next 10 full days ● The manager will support the family/staff member and ensure the outcome of the test in passed to the setting without delay. ● Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays 				
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		<p>with them (appropriate PPE includes a type IIR face mask).</p> <ul style="list-style-type: none"> ● Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. ● Consider how the isolation area can be easily cleaned after use. 				
Visitors		<ul style="list-style-type: none"> ● Visits should be restricted to those that are necessary. Visits to support children with SEND should continue as usual. ● Visitors should be encouraged to undertake a lateral flow device (LFD) test prior to attending the setting, including parents and guardians. (with this in mind we have therefore decided that parents will now need to drop off and pick up at the door entrance, parents who may need to come into the setting for a private conversation are welcome to do so but we ask for them to have a LFT before coming into the setting). ● Visits should be planned outside usual hours if possible ● Visitors should be asked to wear a face covering when moving around the setting and not working directly with children. ● A record should be kept of all visits ● Visitors to the setting should be introduced to the settings system of controls and clear direction should be given regarding hand sanitisation, social distancing and the use of face coverings. 	Email to go out to parents asap to outline the new guidance and requirements that we have put in place for January.	Charlene Hayes	ASAP	

Possible actions identified in the table below are over and above those identified in current guidance. You may decide to implement these in addition to the required actions or you may need to implement these if advised by Public Health as part of an Outbreak Mangement Plan.

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in the setting		<ul style="list-style-type: none"> ● Provider should review the total space available for delivery of the childcare whilst keeping groups of children as separate as possible ● Maximum numbers will be reviewed on a weekly basis and increased/decreased to ensure best endeavours to maintain the health and safety of children and staff. ● Consider how the mixing of groups can be reduced, e.g. by keeping individual rooms separate ● Ensure that the same staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, considering the need for staff breaks and lunch cover ● Ensure that the setting has details of each bubble/group (names/D.O.B) and that these are kept up to date and are stored centrally where they are readily accessible if required to inform Public Health England due to positive confirmed case of Covid-19. ● Ensure as much information as possible is gathered regarding each child attending the setting regarding their circumstances e.g. living arrangements, does the child have contact with both parents if separated? ● Ensure that fire exit routes are not compromised. Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual 				

		<p>Handling implications of this activity and how this will be achieved.</p> <ul style="list-style-type: none"> ● Has the building Equalities Act Assessment (previously DDA Assessments) been reviewed against the proposed changes? ● Secure any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination. ● Consider the removal of soft toys and furnishings and resources that cannot easily be cleaned. ● Risk assess malleable materials such as sand and play dough and consider what steps need to be taken to mitigate risk, e.g. children washing hands before and after use, material use limited to small, consistent groups and the changing or cleaning of the material, cleaning and drying of the area between groups ● Staff should have their own frequently used resources that are not shared such as pens. ● Provide visuals such as posters/floor markings to support social distancing. ● Ensure there is a process in place for the management of deliveries. ● Plan to use outdoor space as much as possible, ensuring children are given equal opportunities for outdoor play. ● Ensure that visitors attending the session are there for essential purposes and try to ensure non-essential visits are carried out when children are not present, e.g. routine maintenance. ● Suspend any sessions run by external providers not directly required for children’s health or wellbeing 				
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		<ul style="list-style-type: none"> consideration should be given to staff and children with protected characteristics from groups where a disparity has been shown by the review of disparities in risks and outcomes (for example, age and sex, where someone lives, deprivation, ethnicity and/or people's occupation). 				
Catering facilities		<ul style="list-style-type: none"> Consideration for food preparation and how to manage, how social distancing can be achieved in the kitchen area. Where possible only kitchen staff should be in the kitchen area. Consider how food is transported from the kitchen to each area of the nursery, ensuring social distancing is in place. For example, staff from different rooms collect at the kitchen door. Ensure that there are clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings. Ensure the facilities comply with guidance for food businesses on coronavirus (COVID-19) 				
Small Communal spaces (e.g. laundry/photocopying room)		<ul style="list-style-type: none"> Ensure that social distancing can be maintained in smaller spaces, or there arrangements for staff to use them at different times Shared equipment should be cleaned between users, paying particular attention to touch points, e.g. mains switches Staff should wash/clean hands before using communal equipment and again before returning to their main work area Where possible good ventilation should be maintained. 				

Fire Safety		<ul style="list-style-type: none"> ● Ensure all emergency escape routes / doors are fully operational and kept clear. ● Reminders to staff and children that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 				
Drop off and pick up arrangements .		<ul style="list-style-type: none"> ● One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings and face coverings if needed ● Parents should not be allowed in the setting unless this is essential, wherever possible handovers should take place outside. ● Parents supporting children with settling in should stay no longer than one hour, wear a face covering, avoid close contact with other children and be made aware of the settings protective measures. ● Wipes and sanitiser available at both sides of doors. ● Increased cleaning of handles and touch plates. ● Allocated/staggered drop off and collection times ● Consider drop off and pick up arrangements to reduce congestion including using floor markings, staggered times and requesting that only one adult attends ● Consider asking parents: <ul style="list-style-type: none"> ○ Not to pick up or drop off friend's children if they are in a different group/bubble ○ To ensure they follow government requirements and socially distance their family from others during their daily lives ● Inform parents that if they repeatedly ignore the advice and government requirements they will be refused entry to the setting and their child's place could be withdrawn. 				

		<ul style="list-style-type: none"> ● Priority must be given to disabled users and those identified as having health related issues. ● Provide relevant guidance to parents on drop off and pick up arrangements. 				
First Aid		<ul style="list-style-type: none"> ● Access to first aid facilities is maintained and the setting is suitably stocked with first aid sundries. ● Staff or children with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. ● Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	○			
Waste		<ul style="list-style-type: none"> ● Relocate waste bins to key strategic positions both in the premises and in external areas that are in use in order that waste materials can be managed safely ● Provide bins with lids, preferably foot pedal operated. ● Bins should be emptied at least daily. ● Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 				
Contractors		<ul style="list-style-type: none"> ● All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>. ● All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 				
Sleep arrangements		<p>Consider sleeping arrangements for very young children:</p> <ul style="list-style-type: none"> ○ Is the bedding stored separately or cleaned daily? ○ Are the cots/beds a suitable distance apart? ○ Is the room well ventilated (but not too cold, or are the children suitably dressed for the temperature)? 				

		<ul style="list-style-type: none"> o Are there separate sleeping arrangements for each room/bubble? o How are the children monitored whilst they are sleeping? Is it by an adult from their own room/bubble? 				
Administrative Staff		<ul style="list-style-type: none"> ● Staff shift rota to be in place so as to keep social distances for admin staff in office areas. 				
Personal Protective Equipment		<ul style="list-style-type: none"> ● Follow government guidance with regard to the use of PPE in educational and childcare settings ● Assess the need to issue employees with appropriate Personal Protective Equipment. ● Re-usable PPE should be thoroughly cleaned after use and not shared between staff. ● Ensure that staff are trained in how to use PPE and can put on, take off and dispose of PPE correctly. 				
Staffroom areas		<ul style="list-style-type: none"> ● Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. ● Staff rooms should be assessed to see the number of people who can sit safely ideally 2m and at least 1m apart. Face coverings should be worn if staff are unable to sit 2m apart (but at least 1m) after they have eaten their food if they remain in the staff room. Staff rooms should be well ventilated, ideally with open window/s. Where possible staff should be encouraged to use their own cutlery and crockery. ● Shared resources, such as books and magazines should be quarantined before use and booked in and out. 				
Staff behaviours		<ul style="list-style-type: none"> ● Staff should not car share to attend the setting 				

		<ul style="list-style-type: none"> Staff should be reminded to maintain social distancing with other staff members both throughout the working day and outside of work 				
Recruitment		<ul style="list-style-type: none"> Consider whether interviews can be carried out virtually or out of hours all legally required checks must be carried out before a new member of staff starts work Ensure that induction arrangements include information for new staff on Covid-secure arrangements. 				
Outings		<ul style="list-style-type: none"> You can take groups of children on trips to outdoor public places and do not need to restrict numbers. Indoor visits can take place in line with current guidance Outings must be risk assessed separately to consider: <ul style="list-style-type: none"> Suitable hand washing facilities Whether staff and children can stay 2m away from other members of the public Whether there is adequate ventilation at the venue How the children will arrive at the venue Adults must wear face coverings where they are legally required to do so e.g. on public transport or in shops Performances may take place in line with the guidance in performing arts guide and delivering outdoor events. 				

Useful Guidance

[COVID-19 Response: Summer 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/covid-19-response-summer-2021)

[Actions for Early Years and Childcare Providers in the Coronavirus \(Covid-19\) Outbreak](#)

[What to do if a child is displaying symptoms of coronavirus \(COVID 19\).](#)

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

General staff and pupil advice on limiting the spread of coronavirus in the childcare setting

Government advice is clear that PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices.

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Public Health Definition of “close contact”

The definition of close contact which will be used in the Test and Trace process to support decisions making by Public Health England around the closure of bubbles is people who:

Have been close to someone who has tested positive for coronavirus (COVID-19) with a Polymerase Chain Reaction (PCR) test. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.

A close contact includes:

- *anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)*
- *anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR test:*
 - *face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time*
 - *been within 1 metre for 1 minute or longer without face-to-face contact*
 - *been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)*
 - *travelled in the same vehicle or a plane*