

Health and safety risk assessment

Risk area: Coronavirus Pandemic **Carried out by** Jacqui, **Date:** 6/9/21

Risk identified: **Who is at risk:** **Level of risk:** **Control measure and person(s) responsible:** **Review:**

<p>Infection Control – transmission through contact</p>	<p>Staff, Children, parents</p>	<p>Medium</p>	<p>ALL STAFF RESPONSIBILITY</p> <ul style="list-style-type: none"> - Normal numbers to attend in accordance with government updated guidelines. Staff to still make a mental note of friendship groups and with whom children are playing. - Snack and mealtimes – Snacks will be resumed and eaten on rolling program - Staff to resume snack preparation but using kitchen roll rather than bowls. Fruit only - Children to be outside as much as possible - Staff not to congregate in kitchen or office - one at a time. Should still 	<p>Ongoing</p>
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			<p>socially distance at all times</p> <ul style="list-style-type: none"> - Staff meetings will resume however staff will be sat apart 	
PPE – to reduce risk of exposure to COVID	Children, staff	Low	<p>ALL STAFF RESPONSIBILITY</p> <ul style="list-style-type: none"> - All staff to monitor stock levels of gloves, aprons, paper towels, hand sanitiser, toilet roll, antibac spray, disinfectant, tissues. Linda to oversee and update Jacqui on a weekly basis. - Cleaning products and hand sanitiser to be placed in each area 	
Hand washing	Children, staff	Low	<p>ALL STAFF RESPONSIBILITY</p> <ul style="list-style-type: none"> - Monitor soap levels - Children and staff to wash hands when entering setting; after coughing or sneezing; after using toilet; before and after handling food and prior to leaving setting 	
To identify a contained room or area should child or staff member show symptoms of COVID	Children, staff		<p>ALL STAFF RESPONSIBILITY</p> <ul style="list-style-type: none"> - Contained area is the foyer – window in kitchen can be opened for more air 	

			<p>flow</p> <ul style="list-style-type: none"> - Parents briefed of guidelines around ill health and attendance - Staff all made aware of symptoms of COVID - Condition of attendance that parents understand that only children in good health may attend, and that they must come immediately if their children display possible symptoms - Suitable PPE to be available in area in pack – gloves, aprons. Masks are also available to those who would feel more comfortable wearing one - Staff members displaying symptoms will be asked to leave premises immediately to isolate as per Govt guidelines and must be tested for COVID using a PCR. Directors and Manager will need to see at least one negative test before return approved. Staff will be asked to sign statement of fitness for work on return. 	
<p>STAFF AND CHILDREN'S ATTENDANCE</p> <p>To ensure correct staffing levels to ensure the</p>	Staff, Children,	Low	<p>MANAGER/DIRECTORS RESPONSIBILITY</p> <ul style="list-style-type: none"> - Staff to inform Manager if they are unable to work for whatever reason .. 	

<p>minimalisation of risk to children attending</p>			<ul style="list-style-type: none"> - In event of a lockdown, priority of childrens attendance is as follows a) Children of keyworkers and those with additional needs or are classed as vulnerable b) those who will be attending school in September c) 2-3 year olds who will be returning in September 2023 - Contingency plan to cover staff sickness/absence - Ensure staff emergency contacts list is updated - Parents advised on notifying setting if child is ill so that isolation advice can be adhered to and other parents can be notified . 	
<p>To manage staff anxiety</p>	<p>Staff</p>	<p>Medium</p>	<p>MANAGER RESPONSIBILITY</p> <ul style="list-style-type: none"> - Socially distanced staff meetings to take place to address any concerns - Manager has open door policy to discuss any concerns - Manager can signpost staff to well being and mental health support if needed 	

<p>To share information detailing processes to reassure parents</p>	<p>Manager/staff/parents/children</p>	<p>Low</p>	<p>MANAGER RESPONSIBILITY</p> <ul style="list-style-type: none"> - New post August Parent FAQ shared with all parents Sent out to all new parents and put on website - Clear expectations for parents have been shared and will be reiterated at frequent intervals - Details provided of safeguarding measures in place to minimise spread of infection - Safeguarding policy updated 	
<p>To establish processes and procedures for pick up and drop off arrangements</p>	<p>Parents/children</p>	<p>Low</p>	<p>MANAGER RESPONSIBILITY</p> <ul style="list-style-type: none"> - Start and end times established – staggered where possible. Our times are naturally staggered. - Entry points and procedures outlined to parents - Communication lines related to parents. - Parents informed that they must be symptom free and completed required isolation periods to do drop off/pick up - Parents asked to respect those who still wish to socially distance whilst 	

			waiting	
To establish procedure for collecting child due to illness	Staff/parents children	Low	MANAGER RESPONSIBILITY <ul style="list-style-type: none"> - Parents informed of procedure for collection - Children to kept in foyer with staff member until adult arrives. 	
MAINTAINING CLEANLINESS Before reopening setting should be deep cleaned	Staff/children	Medium	MANAGER/DEPUTY/CLEANER RESPONSIBILITY Setting is deep cleaned in all areas. Carpets professionally cleaned each term	
To maintain a high standard of cleanliness and hygiene to minimise risk of transmission	Children/staff	Medium	ALL STAFF/CLEANERS <ul style="list-style-type: none"> - Setting professionally cleaned each night. Deeper clean on a Friday - Staff made aware of additional cleaning responsibilities - Daily checklist of cleaning created to ensure all frequently used objects and items are cleaned. To include 	

			<ul style="list-style-type: none">a) Door handlesb) Table tops and chairsc) Toys/equipmentd) Light switchese) Toiletsf) Sinks- Staff to use disposable cloths and warm soapy water- In areas where COVID outbreak suspected – all cleaning materials to be double bagged, stored for 72 hours then thrown away in regular rubbish once cleaning complete- In areas which have been heavily contaminated e.g. visible bodily fluids from a possible COVID sufferer staff PPE must be worn including covering for nose and mouth. Masks will be provided.- Soft furnishings such as blankets and cushions can now be re introduced- No toys from home policy has been conveyed to parents unless essential comforters- Only staff and children who are	
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			<p>symptom free can attend, and must have completed isolation periods. Staff must show at least one negative test result before returning.</p> <ul style="list-style-type: none"> - Visitors are now allowed to come into the setting, however, we do request that people wear masks - Windows and doors onto outdoor areas should be left open whenever possible - Staff should wear clean uniform daily and bring a change of clothes in case needed. Please ensure you bring a plastic bag in which you can put soiled clothes and seal it to take home for laundering at 60 degrees. - Children should bring lunch from home. Staff to sanitise own hands after handling lunchboxes 	
Ensure cleanliness of outdoor equipment is maintained	Staff/children	Low	<p>ALL STAFF RESPONSIBILITY</p> <ul style="list-style-type: none"> - Where possible and practicable, bikes and other equipment should be wiped down with sanitiser. 	
<p>SAFEGUARDING</p> <p>To identify actions required</p>	Children	Low	<p>MANAGER/DEPUTY/DEPUTY SENCO RESPONSIBILITY</p>	

<p>to ensure sufficiency in meeting increased demand for support where children are in need of</p> <ul style="list-style-type: none"> - Early Help - Have additional needs - Exhibiting mental health and well being issues - In need of bereavement counselling 			<ul style="list-style-type: none"> - Children identified where there may be concerns - Staff to be briefed on amended guidance to Thresholds and Pathways during COVID - Manager to signpost parents to different support groups if necessary 	
<p>To update staff of emerging safeguarding issues</p>	<p>Parents/children</p>	<p>Low</p>	<p>MANAGER/DSL RESPONSIBILITY</p> <ul style="list-style-type: none"> - All staff to hold relevant safeguarding certificate - Staff to be briefed on current child protection issues e.g. toxic triangle of domestic abuse and mental health - Staff to revise safeguarding procedures and be aware of disclosures and reminded how to handle appropriately 	

To ensure building and site safe	Parents/children/staff	Low	MANAGER RESPONSIBILITY <ul style="list-style-type: none">- All relevant risk assessments in place and certificates up to date	
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