

## Covid-19 Risk Assessment

Hazards	Who might be harmed and how?	What are we doing to control the risk	What further action do you need to take to control the risks	Who needs to carry out the action	When is the action needed by and date completed
Cleaning and Hygiene	Employees and Children	General cleaning of setting	Add extra places to clean to daily cleaning schedule such as door handles, bin lids and sinks.	Manager and employees	Completed and ready for September start
Hand Washing and Respiratory Hygiene	Employees and Children	Soap and hand sanitizer is available for children and staff to use Providing Tissues Teaching Children and employees to cover faces when coughing and sneezing Cleaning surfaces Implement Catch it Kill it Bin it	Keep an eye on stocks and replenish when needed	Manager and Deputy	Currently stocks are good (May 2020) Checked July 2020
Contamination of food preparation areas	Employees and Children	Children only to bring in water bottles and a snack Food and Drink policy	None	Manager and Deputy	No further action To continue to bring in snack for September start
Unwell individuals	Employees and Children	Isolate away from other children until child is collected – clean area thoroughly – Follow Coronavirus policy/government guidelines	Coronavirus Policy	Committee, Managers and Administrator	information emailed to parents and new starters for September
Reducing Face to Face Contact between Parents and Carers	Employees and Children	Social distancing where you can. Parents to drop children off at main entrance	May need staggered start times for children – cancel staff meetings Social Distancing signage	Manager	Social distancing information is in place. September settling in time slots booked

What are the Hazards	Who might be harmed and how?	What are we doing to control the risk	What further action do you need to take to control the risks	Who needs to carry out the action	When is the action needed by
Bringing in objects from home	Employees and Children	Children are asked not to bring in objects from home - only in the case of the child's wellbeing then the toy needs to stay with the child or added to their box/drawer	Let parent's know in letter to start in the setting	Manager - Administrator	By the time we start back
Children's belongings	Employees and Children	Children will be given a box to keep their belongings in	To clean the boxes after each session add to the cleaning schedule	Manager	By start date - September children will be using drawers purchased trolley for lunch boxes
PPE	Employees and Children	Correct use of PPE to stop the virus spreading	Staff emailed out Public Health England Video of donning and doffing PPE Posters at setting Information for staff	Manager	Completed 2/6/20 To review again in September information printed on kitchen cupboard
Accidents	Employees and Children	First Aid Trained Staff in setting all of the time	Updated training taking place 20/7/20	Manager	Completed July 2020
A child that may spit	Employees and Children	Follow HSE Guidance on cleaning up bodily fluids in health & safety folder Information for staff Manag	Complete information for staff	Manager	By start date

Completed June 2020 Reviewed August 2020

This Risk Assessment has been compiled with guidance from the following documents:

Gov.uk Actions for Early Years and Childcare providers during the coronavirus outbreak (27.7.20)

Gov.uk Coronavirus (Covid -19) Implementing Protective Measures in Education and Childcare Settings (11.5.20)

Gov.uk Opening Schools and Educational Settings to more Pupils from 1st June: Guidance for Parents and Carers (11.5.20)

Gov.uk Planning guide for Early Years and Childcare Settings (24.5.20)

HSE Working Safely During the Coronavirus Outbreak. More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

### **'System of controls'**

This is the set of actions early years settings must take. They are outlined in more detail below:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances.

### **Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following local health protection team advice
- 10) notify Ofsted

Numbers 7 to 10 must be followed in every case where they are relevant