

Childcare Provider Name	Rainbow Pre-School
Activity / Task	COVID-19 Risk Management Assessment (Childcare Settings)
Completed by & Date	Allison Tomlin/Suzanne Dootson First completed June 2020 Revised September 2020 Revised January 2021
Review Date	

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

AT – Allison Tomlin; LH – Lisa Humphray; SD – Suzanne Dootson; ALL – AT, LH, SD and the Committee

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"> Allison will regularly review the total space available for delivery of the childcare whilst maintaining appropriate distance between the groups of children , following Govt guidance. 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. 	<p>Preschool and Sunbeams will operate as 2 different groups in separate rooms. Children are not expected to socially distance but staff/adults will maintain 2m distance from each other as per Gov guidance.</p> <p>January Update - Pre-school room will be open. Only children of key workers and those identified as vulnerable will attend.</p>	AT	Ongoing	Ongoing
				AT	Ongoing	Ongoing

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		<ul style="list-style-type: none"> 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 	<p>Preschool and Sunbeams will operate as 2 different groups in separate rooms.</p> <p>Check staff's individual risk assessments and therefore who can return to work + review adjustments that need to be made Identify staff that cannot return to work, seek advise if necessary (Employment Law line) We will endeavour to rota staff to assigned bubbles and days/sessions.</p> <p>Admin has this information stored</p> <p>Admin to add further details on database</p> <p>Check fire exits on a daily basis. All staff to be aware of the necessity to keep fire exits clear.</p>	<p>AT</p> <p>AT</p> <p>SD</p> <p>SD</p> <p>AT</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p>

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		<p>moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual 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. • Remove 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. 	<p>No structural or significant changes have been made</p> <p>Children sanitise hands before and after use. Malleable Materials are bagged per day.</p> <p>Sand is sanitised at the end of every session. Hands are sanitised before and after use Toys and equipment have been placed in storage until needed</p> <p>Staff are provided with their own stationery sets.</p> <p>Posters and Floor Markings in Place</p>	<p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p>		<p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Done</p>

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		<ul style="list-style-type: none"> 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 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). 	<p>We arrange for deliveries to be out of hours.</p> <p>Each room has their allocated playground space and we encourage as much outdoor play as possible.</p> <p>All non-essential visits or manitence to be carried out during out of hours</p> <p>N/A</p>	<p>AT/SD AT</p> <p>AT</p> <p>AT/SD</p> <p>AT</p>		<p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p>
Use of face coverings		<ul style="list-style-type: none"> Consider if there are any parts of the building where social distancing is impossible and whether face coverings should be worn in these areas. 	Staff have been advised of the change of guidance re: face coverings from CCC.	AT		Done

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		<ul style="list-style-type: none"> • Consider the use of face coverings when working with children if working in close contact, balancing the advantages of reduction in transmission with the disadvantages to children's learning and development. Consider times when face coverings are not needed, e.g. whilst outside. • 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 are worn 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 	<p>The use of face coverings is optional for staff to choose to use if they prefer. We encourage the use of face coverings</p> <p>Link sent to staff</p> <p>Staff to be responsible for cleaning their own face coverings. Individual Storage provided within their room. Disposable mask available to all staff if preferred.</p> <p>Parents are advised to wear a face covering at drop off and pick up due to the narrow pathway.</p>	<p>SD</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>AT/SD</p>		<p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		pick up times or whilst conversing with staff and ensure this is communicated to parents/carers clearly.				
Cleaning		<ul style="list-style-type: none"> • Provider should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and children return to the setting. • Very frequent 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 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 	<p>A deep clean is performed every half term and upon request.</p> <p>Procedures have been updated and a cleaning checklist for staff to conduct frequent cleaning before, during, after sessions and after each group, has been introduced.</p> <p>Procedure is in place that informs on how and when to clean different types of resources.</p>	<p>AT</p> <p>AT</p>	<p>Review Weekly</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>

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		<p>and chairs.</p> <ul style="list-style-type: none"> • Where possible ensure surfaces are kept clear to enable cleaning • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured if possible for 72 hours then 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. • If large outdoor play equipment is in use ensure children/staff wash their hands afterwards and the equipment should be cleaned frequently. • Ensure outdoor areas are cleaned between different groups using them. • If small groups are accessing different areas these must be cleaned between 	<p>Print and display COVID-19 procedure for children and staff should they start experiencing symptoms whilst on site(provided by CCC).</p> <p>COSHH risk assessment for cleaners and staff.</p> <p>AT working hands off to frequently clean surfaces and touchpoints.</p> <p>All staff will ensure hand washing after outdoor play and at regular intervals. Outdoor equipment will be cleaned at the end of each session.</p> <p>Outdoor equipment is not shared.</p>	<p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>All</p>		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		different groups accessing them.				
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. 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 <u>guidance for food businesses on coronavirus (COVID-19)</u> 	<p>1 member of staff at a time in kitchen area for coffee breaks/making hot drinks/prepping for snack time/lunch time.</p> <p>This will be communicated to all staff.</p> <p>Staff to clean all food prep areas with disinfectant prior to use.</p> <p>Biscuits will be provided by Rainbow. Children will bring their own fruit for snack in a labelled container from home.</p> <p>All food to be put on plates at snack and lunch time.</p>	<p>AT</p> <p>AT</p> <p>AT</p>		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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. 	<p>Continue to use the existing Evacuation Point, it will enable enough space for 2m distancing between adults.</p> <p>The school will contact us phone phone in case of fire - we will stay in our own area in the playground, ensuring social distancing.</p>	<p>AT</p> <p>AT</p>		<p>Done</p>
Drop off and pick up		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly 	Staggered drop off and pick up of children to the setting. Clearly	AT		

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arrangements .		<p>marked, consider use of markings and face coverings if needed</p> <ul style="list-style-type: none"> • 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 	<p>communicated to parents and staff. Parents not to enter indoor area. Plan for children that are hard to settle without parent coming into the room with them. January – Only one group attending currently so just one drop of and pick up time. Daily checklist/procedure in place and communicated to all staff.</p> <p>Need to agree how we will go about asking for this information and what processes we may need to have to support these individuals review when needed.</p>	AT		Ongoing

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		<p>distance their family from others during their daily lives</p> <ul style="list-style-type: none"> 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. 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. 	<p>Procedure shared with parents and added to website. Website to be updated.</p> <p>1 set of spare clothes to be left on coat peg. Fruit to be provided by parents in a named plastic container. Lunch bags to be hung on coat pegs to reduce touching on the trolley.</p>	SD		Done
				SD/AT		Done
Visitors		<ul style="list-style-type: none"> Visits should be restricted to those that are necessary. Visits should be planned outside usual hours if possible External providers not directly required for children's health and wellbeing should be suspended A record should be kept of all visits Peripatetic teachers may be used, however settings should limit the number of visits Supply staff may be used but longer placements should be agreed, e.g. the full 	All non-essential visits or manitence to be carried out during out of hours	AT		
				AT		
				AT		
				AT		
				AT		

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		<p>period of cover needed</p> <ul style="list-style-type: none"> Student placements may be offered but consideration should be given to managing the risk, e.g. longer placements, social distancing 		AT		
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. 	<p>Medical kit maintained following existing policy.</p> <p>Identify staff with medical needs and individual risk assessment for each staff member carried out. identify what adjustments need to be made to ensure safe working.</p> <p>Identify children with medical needs, review guidelines (EYA, CCC), speak to parents/carers, prepare individual plans, identify PPE needed (add to order), share with staff, check person in charge of bubble fully understands and follows the plans First Aid and Medical Policy amended.</p> <p>Separate sheet of paper used for each accident/record, talk parent through details but no requirement to sign.</p> <p>Check all staff's current status and confirm if all up to date</p>	<p>AT/LH</p> <p>LH</p> <p>Reviewed Jan 2021</p> <p>LH</p> <p>LH</p> <p>AT</p> <p>AT</p>		Ongoing

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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. 	<p>Pedal bins available to disposal of PPE and general waste.</p> <p>Add to daily checklist/procedure for staff</p> <p>Ensure stocks of PPE are maintained.</p>	<p>AT</p> <p>AT</p> <p>AT</p>		<p>Done</p> <p>Ongoing</p> <p>Ongoing</p>
Staff/children who are clinically vulnerable, clinically extremely vulnerable & staff members who are pregnant		<ul style="list-style-type: none"> Staff/children that meet the criteria as <u>moderate risk of infection or clinically vulnerable</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/setting and can work/attend the setting (if working from home is not possible). Whilst the region is in Tier 4 and during National Lockdown, clinically extremely vulnerable staff and children should not attend the setting and should resume shielding. Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These 	<p>Individual risk assessments for staff have been completed.. Continue to review information. Speak to affected staff about adjustments needed.</p> <p>Check how to identify children.</p> <p>Check EYA/CCC templates on conducting further risk assessments.</p>	<p>AT</p> <p>AT</p> <p>AT/SD</p>		<p>Done</p> <p>Ongoing</p> <p>Ongoing</p>

RISK ASSESSMENT

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			Furlough Caroline due to school risk assessment,			
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. 	<p>Check what regular contractors that come on site and request information (e.g. milk delivery, cleaners).</p> <p>Any other contractors that come on an ad hoc basis must be asked to provide information in advance.</p>	<p>AT/LH/SD</p> <p>AT/LH/SD</p>		
Property Compliance		<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. Fortnightly flushing of all hot and cold water outputs have been undertaken Monthly checks on water systems are undertaken. Check with landlord re any concerns to ensure that the appropriate checks are in place to ensure the safety of all the premises occupants (e.g. fire alarm testing, legionella testing etc) 	<p>All checks carried out prior to re-opening in July, including Legionaire checks.</p> <p>Continue with usual checks during term time but arrange for work to be done out of hours.</p>	<p>AT/SD</p> <p>AT/SD</p>		Ongoing

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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. 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. Plan to use outdoor space as often as possible during the day. Monitor the use of hand sanitiser with young children to ensure it is not ingested 	<p>Supplies of hand soap will be checked on a weekly basis and new supplies ordered as needed.</p> <p>Hand sanitiser to be used on arrival followed by hand washing once coat is removed. Hand washing after outdoor play, use of toilets and prior to eating.</p> <p>Nappy changing policy amended.</p> <p>Gazebo used to provide extra undercover space.</p> <p>Review when needed</p>	<p>AT</p> <p>LH</p> <p>LH</p> <p>LH</p> <p>LH</p> <p>AT/LH</p>		
Sharing Premises with Wacky After School Club		<ul style="list-style-type: none"> Appropriate controls in place to ensure sufficient and timely cleaning of shared resources and room furniture. Rainbow staff will vacate the Sunbeam room at approximately 1.30pm so that Wacky staff can clean prior to set up. Rainbow staff will clean the Rainbow room at approximately 3pm then Wacky can access that room to set up. The timings can be reviewed regularly 	<p>Checklist to be completed after each clean and prior to handover between the two settings.</p> <p>Regular communication between Wacky and Rainbow to be facilitated so that arrangements can be reviewed.</p> <p>N/A currently as wacky are</p>	<p>AT/Wacky</p> <p>AT/Wacky</p>		

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		<p>to ensure these are practical for both.</p> <ul style="list-style-type: none"> • Social distancing between staff from the 2 settings during the time that there are staff from both on the premises. <p>Communication between Rainbow and Wacky of any possible COVID cases is of the utmost importance. Both settings will close if there is a positive case of COVID in either room and either Wacky or Rainbow.</p>	<p>not operating</p> <p>Ensure all staff and parents know this information.</p>			
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)? ○ Are there separate sleeping arrangements for each room/bubble? ○ How are the children monitored whilst they are sleeping? Is it by an adult from their own room/bubble? 	N/A			
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> ○ 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. ○ If child or staff member has a confirmed case of Covid-19, the setting will contact CCC Early 	<p>Policy amended July 2020.</p> <p>All staf and Admin aware of</p>	<p>LH</p> <p>AT</p> <p>AT/SD</p>		Ongoing

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		<p>Years Service using procedure</p> <p>earlyyears.service@cambridgeshire.gov.uk and give the following details:</p> <ul style="list-style-type: none"> ○ Setting name & address <ul style="list-style-type: none"> ○ Primary contact at setting ○ How many children in total attend the setting ○ How many are attending at the time of this discussion ○ Number of potentially at risk (total staff and children) e.g. how many within the child's 'bubble' ○ Number of people who have been in 'close contact' with the suspected case – please see the definition of close contact at the end. <ul style="list-style-type: none"> ○ Number of suspected cases ○ Number of confirmed cases ○ The LA will carry out a risk assessment based on the above information and work with the setting to implement it. ○ If an outbreak or confirmed case occurs, the setting will be responsible for communicating with parents and staff, using template letters provided by the LA which have been personalised and saved it on the electronically on the system (All other letters will be provided by the PHE HPT at the time they are required). ○ <i>If the number of cases exceeds 2 within 14 days AND/OR</i> 	procedure			

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		<ul style="list-style-type: none"> <i>you have taken the action outlined but are still seeing more cases</i> <i>you are thinking you might need to close because of the number of people affected</i> <i>a child or staff member in your setting has been admitted to hospital</i> <i>you are getting significant interest from local media</i> <p>Please contact earlyyears.service@cambridgeshire.gov.uk for additional support.</p> <ul style="list-style-type: none"> ○ The manager will monitor the absenteeism rate, and if concerned that an increase could be related to COVID-19, will notify the PHE HPT. ○ As part of the national test and trace programme, if other cases are detected within the setting, PHE local health protection teams will be contacted to conduct a rapid investigation and will advise settings on the most appropriate action to take 				
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. 	Add to daily procedure/checklist for staff.	AT		Ongoing
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 	Procedure and policy for PPE amended July 2020.	LH		

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		<p>appropriate Personal Protective Equipment.</p> <ul style="list-style-type: none"> • 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. 	<p>Staff training carried out in July and September 2020.</p>	LH		
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. 	<p>lunch rota in place including where staff are able to sit and eat their lunch.</p>	AT		Ongoing
Staff behaviours		<ul style="list-style-type: none"> • Staff should not car share to attend the setting (this is not allowed during National Lockdown) • Staff should be reminded to maintain social distancing with other staff 	<p>Staff advised of latest guidance</p>	SD		

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		members both throughout the working day and outside of work				
Transmission of Covid-19 within 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) 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, or have experienced symptoms in the last 10 days are not permitted to enter the building and will be advised to self isolate at home for 10 days from the day after their symptoms started. A poster will be displayed at all entrances advising adults of this. If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to self- 	<p>Posters on display and details regularly emailed to parents</p> <p>Poster on display</p> <p>If a child or staff member displays symptoms they are advised to go home and isolate</p>	<p>LH</p> <p>AT/SD</p> <p>AT/SD</p> <p>AT</p>		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

RISK ASSESSMENT

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
		<p>isolate for 10 full days from the day after their symptoms started. Their fellow household members will be advised to self-isolate for 10 days. 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/</p> <ul style="list-style-type: none"> The isolation period includes the day the symptoms started and the next 10 full days If any of the individual's household members are also present at the setting they will need to be sent home at the same time The national guidance does not deem isolation of a bubble/group necessary on the basis of symptoms only. However, this should be considered on a case by case basis. The manager will support the family/staff member and ensure the outcome of the test is passed to the setting without delay. The manager will ensure relevant processes are followed when a child/staff member displays symptoms: Inform the LA using the inbox earlyyears.service@cambridgeshire.gov.uk so appropriate operational support can be offered. The email will include: <ul style="list-style-type: none"> Name of setting 	<p>with their household a book a test. They can return upon a neagitive test or 10 full days after their symptoms began.</p> <p>Report any positive tests to CCC Early Years and OFSTED.</p> <p>Inform early years of staff/children with symptoms awaiting tests</p>	<p>SD/AT</p> <p>AT/SD</p>		<p>Ongoing</p> <p>Ongoing</p>

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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
		<ul style="list-style-type: none"> • Number of children/members of staff with symptoms • Confirmation that the child/member of staff has booked a test • Clear guidance will be given to parents to communicate the setting and national protocols. Consider creating a Post-COVID-19 Lockdown Re-opening policy which can be sent to all parents and the Letter to inform parents of the Test and Trace process. • 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 with them. • 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. • Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. 	<p>An area of each room will be closed as an isolation area. This will be the same in Wacky so furniture can be left in this layout. January update - Isolation area identified in separate room</p> <p>Up to date contact details requested form parents</p> <p>Area will be cleaned with anti viral</p> <p>clean all wipeable surfaces and instruct cleaning company to do a deep clean</p>	<p>AT</p> <p>SD</p> <p>AT</p> <p>AT</p>		

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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 				
Outings		<ul style="list-style-type: none"> 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 	Outings postponed until further notice			

Useful Guidance

[Education and Childcare settings: National Lockdown from 5 January 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 \(COVID 19\).](#)

[Early years action card](#)

<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*

Model Risk Assessment