



Risk Assessment – Coronavirus (Covid-19)

Risk Identified	Level of Risk High/Med/Low	Control Measures	Person Responsible	Review Date
Someone with Coronavirus Covid-19 spreading the virus	High	No-one with symptoms should enter the building. A notice will be put on the door and all staff and parents notified by email/text before re-opening, reminding families that anyone displaying symptoms should isolate at home, along with their household members, following Government guidance.	Staff/Parents	
Social distancing for parents/carers	Med	If waiting outside, please stand at least 2m away from others, using markings as a guide. If staggered drop off and pick up times are used, they will be notified to parents before re-opening. Parents/carers should wear a face covering whilst waiting.	Staff to mark spaces. Parents to adhere to rules	
Social distancing for parents/carers and to protect staff and children	Med	Where possible, children should be handed over at the door, without parents/carers coming inside. However, if needed to come in, when dropping off or picking up, only one parent or carer should enter the building, wearing a face covering and use hand sanitiser on entering. There is a one way system in place for entering/leaving at busy times and parents/carers should abide by the 2m rule throughout and try not to touch any of the toys or resources whilst in the hall. Where the weather allows and it is safe to do so, both double doors will be opened for entry and exit, to allow for social distancing. Staff members on the door will wear a face covering as they see children in/out.	Staff and Parents	
Children's Belongings	Low/Med	Children will have a named peg, which should be used for their coat/bag, each time they come in. Please do not bring in toys from home.	Staff (and parents if inside)	
Hygiene - hands	Med/High	All children and staff to wash or sanitise their hands on entering and continue to do this frequently throughout the session and always after using the toilet, coming in from outside, blowing or wiping noses, before eating or drinking and before and after using any malleable materials. Hand sanitiser dispensers are available in entrance hall and on the cupboard wall at the far end of the hall, as well as in handy sizes to keep outside and for each staff member to keep on their person.	Staff to supervise children	
Social distancing for children	Low/Med	Young children are not expected to stay 2m apart from each other, but will be encouraged not to hug, or climb on top of each other or members of staff. However, we must remember that young children also need to have their social and emotional health looked after, as well as their physical health, so	Staff	



Risk Assessment – Coronavirus (Covid-19)

		staff are allowed physical contact with a child, e.g. a child sitting on their lap, if initiated by the child, but the child should be faced away from them.		
Social distancing for staff	Low/Med	Where possible, staff should try to remain 2m apart from each other during their work, but do not need to stay 2m apart from the children. Where staff are required to have contact with other staff/children, they should wash their hands or use sanitiser before and after contact and continue to clean hands regularly throughout the session. If staff wish to wear a face visor during the session, this is acceptable.	Staff	
Deployment of staff	Low/Med	Where appropriate, vulnerable staff will be allocated roles with less contact e.g. preparing snack, cleaning etc.	Manager	
Deployment of staff	Med	Staff will follow the rota, taking turns to be inside/outside, to support the children as needed. The member of staff on snack duty will undertake any additional toilet/sink and tap cleaning that is required.	Manager Staff	
Toilets	Med	All toilets, taps, soap and sanitiser dispensers will be cleaned regularly throughout the session. Staff/adult toilet, door handle, taps and soap dispenser will be cleaned after each use by the person using it. As a parent, please only ask to use our toilet if you really need to, and please ensure you use hand sanitiser before going in, wash your hands when you are finished and use a cleaning wipe to wipe any surfaces you have touched (toilet flush, taps, soap dispenser, door handle) when you have finished.	Staff Parents	
Outside space	Low/Med	Children will be encouraged to use the outside area as much as possible, with staff being mindful of harmful sun exposure or vulnerability to the cold. On very hot and sunny days, it may be necessary to move outside play to the shadier side area. On very cold days, children will be encouraged to go back inside to warm up, if necessary.	Staff	
Snack time	Low/Med	Snack time will continue to be on a rolling basis. As usual, all children will wash their hands before and after snack time. They will be encouraged to use tongs to help themselves to snack and to use the jugs to pour themselves a drink of milk or water. The member of staff in charge of snack time will ensure these are washed and cleaned thoroughly between uses.	Staff member in charge of snack	
Drinking water	Low/Med	Parents are asked to provide their child with a named water bottle , for use during the session, in order to minimise risk over sharing water jugs and	Parents and staff	



Risk Assessment – Coronavirus (Covid-19)

		<p>cups. These should be taken home, cleaned and refilled with water each day. If a child does not bring in a water bottle, we will provide a named cup for their use.</p>		
Accidents	Low/Med	<p>All staff hold current paediatric First Aid qualifications and any accidents or injuries will be dealt with as usual, written in the accident book and parents notified at the end of the session, although this may be by telephone. If staff are required to get closer to the parent to sign the accident book or explain what has happened, both the parent and staff member should wear a face covering. Pens used for signing the accident book should be cleaned between uses.</p>	Staff	
Use of suncream/hats and wellies	Low/Med	<p>As it states in our Policy, parents are asked to apply suncream to their child before coming to Playgroup, although staff have access to suncream, should it need to be re-applied and we have permission to do so.</p> <p>If children are able to bring in their own named sunhat, this would be ideal. If a child needs to borrow a Playgroup hat, staff will try and ensure that it is only used by that child on that day, after which the hat will be removed for washing or sprayed with a disinfectant spray. Hats will be removed and washed if contaminated in any way.</p> <p>If there is wet weather and you are able to supply your child with their own named, wellies, this would be ideal, but we do have spare wellies and staff will try to ensure they are just used by a specific child each session. Wellies will be cleaned/sprayed at the end of the session and will be removed and cleaned if contaminated in any way.</p>	Parents and Staff	
Fire/Emergency Evacuation	Low/Med	<p>As per our procedure, if there is an emergency, children and staff will be evacuated out of the back or side doors, be counted and removed to a safe space away from the hall. In this instance everyone's overall safety is more important than social distancing, although if staff are safely able to socially distance from each other, they should continue to do so.</p>	Staff	
Hygiene - toys	Med	<p>Frequently touched surfaces, including the computer tablet and computer mouse will be cleaned at the end of each session and in between, if necessary, with disinfectant/anti-bacterial wipes readily available throughout the setting, but out of reach of children. All resources will be cleaned, removed or replaced as necessary, but as a minimum, cleaned at least weekly and sprayed with disinfectant spray at the end of each session.</p>	Staff	



Risk Assessment – Coronavirus (Covid-19)

Hygiene – risk of contamination	Low	Carpets will be sprayed and/or vacuumed at the end of each day/session or before a new session begins. Soft furnishings such as cushions, blankets, soft toys, dolls clothes and dressing up will be limited and removed and washed/replaced as needed, but as a minimum at the end of each week.	Staff	
High risk resources	Med/High	Playdough, will only be used for one session at a time, with hands being washed before and after use. Other malleable materials only to be used if hands are cleaned before and after use and it is disposed of at the end of the session or quarantined for 72 hours. The plastic sand tray will be emptied, cleaned and the sand sieved, cleaned (with disinfectant spray) and/or replaced at least weekly.	Staff	
Group activities e.g. storytime/singing etc	Low/Med	These will still take place and children will be encouraged to spread out in the space available. Some small group activities (3 or 4 children and an adult) will also continue to take place regularly to undertake specific focused tasks. We will continue to provide singing/rhyme activities, encouraging the children to sing quietly rather than to shout (as shouting can spread germs). Ring games and parachute play which may involve some physical contact, can also take place as long as the children and staff clean or sanitise their hands beforehand and afterwards.	Staff	
Hygiene - general	Med	All sanitiser and soap dispensers, door, cupboard and window handles and switches used are to be wiped before leaving, as well as cleaning the toilets/sinks/floor as usual. Kitchen cupboard handles, fridge handle, kettle, hatch locks and taps should be wiped before leaving and all bins emptied.	Staff	
PPE	Low/Med	It has been advised that educational settings do not require PPE, other than the items which they already use to carry out personal care procedures (gloves and aprons). However, a supply of disposable face masks are available for visitors to the setting who do not have their own and we will continue to provide hand sanitiser for children, staff and visitors to use. Settings should try and keep windows/doors open for ventilation and use outside space as much as possible. In cold weather, doors/windows will be opened to let fresh air circulate before the session starts and once the children are in, windows will be left open on the latch to ensure fresh air is still able to circulate, but both heaters will be used to ensure the hall remains at a comfortable temperature.	Manager to order any PPE needed Staff Staff/Manager	



Risk Assessment – Coronavirus (Covid-19)

		In the event that a staff member is required to look after a child who has become ill with coronavirus symptoms and they cannot keep 2m away from them, a full face visor, mask, apron and gloves should be worn for protection and they should wash their hands thoroughly for 20 seconds once the child has left. The staff member does not need to leave work unless they display Coronavirus symptoms or the child later tests positive for Covid-19.		
Face masks/Face coverings	Low/Med	The Government do not advise that these are used in educational settings, should not be worn by under 2's and should only be worn by young children if they are able to use them appropriately. If staff or children wish to wear their own face coverings on the way to and from Playgroup, they must be removed on entering and carefully placed in a sealed plastic bag and hands washed immediately after removal and before being put back on. Any parents or visitors coming into the setting will be asked to wear a face covering as they are entering a community building. The Playgroup will keep a stock of disposable masks for this purpose. Staff members will also be advised to wear a face mask if they need to get closer than 2m to a parent or carer, e.g, for a meeting, for signing paperwork etc. Staff members on the door signing children in and out should wear a mask rather than a visor and may wear a visor or mask throughout the session if preferred, as long as they remember to clean their hands before and after it's removal and it is stored appropriately in between uses.	Staff/Parents Manager Staff	
Onset of Coronavirus symptoms at Playgroup	High	If a staff member displays any symptoms of Coronavirus, they will be asked to leave the setting immediately, should go home and self-isolate for 10 days along with their household/support bubble members, following Government guidance and should book a test (see below). If a child displays any symptoms of Coronavirus, their parent/carer will be contacted and asked to collect their child immediately. The child should be cared for in a space at least 2m away from anyone else and after leaving, the space should be thoroughly cleaned. The child should isolate for 10 days alongside all members of their household/support bubble, following Government guidance and book a test (see below).	Manager Staff to contact parent	
Testing	Med	Any staff or children displaying symptoms of Coronavirus, will be eligible for testing, along with all members of their household. Contact 119 or the online coronavirus service to arrange a test. If the test comes back negative, the	Parents	



Risk Assessment – Coronavirus (Covid-19)

		<p>staff member or child will be allowed to return to Playgroup, as long as they are well enough and their household will no longer need to isolate.</p> <p>Playgroup must be notified of any positive test results in order to contact Public Health England and assist NHS Test and Trace service.</p> <p>Staff can opt to take part in Lateral Flow testing twice a week, with kits being provided for the testing to be done at home, for as long as the Government deems it necessary. Test results must be logged on the NHS Test and Trace service and also sent to the Playgroup Manager. (See separate risk assessment for Lateral Flow Testing).</p> <p>Families of children attending Playgroup are also able to order Lateral Flow test kits in order to undertake twice weekly testing at home. The Playgroup does not need to be notified of these results, unless there is a positive result and the household have to isolate for 10 days.</p>	<p>Staff</p> <p>Manager</p> <p>Parents</p>	
A child or staff member tests positive for Covid-19	Med/High	<p>If a child or staff member tests positive for Covid-19, they should follow Government guidance and self-isolate at home for 10 days alongside all members of their household/support bubble.</p> <p>If a test comes back positive, but the person displays no symptoms, they should still isolate for 10 days.</p> <p>If symptoms begin during the isolation, the isolation must continue for 10 days from the onset of symptoms.</p> <p>Playgroup will notify Public Health England via the DfE Coronavirus Helpline, if necessary, of any reported positive test results in children or staff and assist the NHS Test and Trace service, following all guidance given.</p> <p>It is likely that children and staff who have been in close contact with the child/staff member will be advised to stay home and self-isolate for 10 days, following Government guidance. Their other household members do not need to isolate unless the child or adult self-isolating becomes unwell with symptoms.</p> <p>Depending on advice from Public Health England, the setting may need to be closed and deep cleaned, or if they are happy with the cleaning regime and if there is still adequate staffing, the setting may be able to remain open. West Sussex and Ofsted must be notified if the setting has to close.</p> <p>All parents/carers and staff will be notified, should a positive test result occur and what procedure the setting has been advised to follow.</p>	<p>Manager to notify parents</p> <p>Parent/Staff to notify setting if they have a positive test within their household</p>	



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