



Risk Assessment – Coronavirus (Covid-19) Autumn 2022

Risk Identified	Level of Risk High/Med/Low	Control Measures	Person Responsible
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 reminded that anyone displaying symptoms is advised to self-isolate at home following current guidance.	Staff/Visitors Parents/Carers
Social distancing for parents/carers and wearing of face coverings	Med	Social distancing outside is no longer required, but parents/carers who wish to continue taking extra precautions such as social distancing or wearing face coverings will be supported to do so. Playgroup reserves the right to reinstate precautionary measures, should there be a significant rise in cases.	Parents to adhere to any rules/support those who may wish to socially distance themselves
Social distancing for parents/carers and to protect staff and children	Med	Where possible, at the beginning of the session, children should be handed over at the door, without parents/carers coming inside. At pick up time, parents/carers will be allowed to come inside to collect their child and speak to staff members, if they wish to. Where the weather allows and it is safe to do so, both double doors will be opened for entry and exit, to allow for limited social distancing to take place. Staff members on the door may continue to wear a face covering as they see children in or out.	Staff and Parents
Children’s Belongings	Low/Med	Children have a named peg, which should be used for their coat/bag, each time they come in. Please try not to bring in toys from home, unless they are needed as comforters.	Staff (and parents if inside)
Hygiene - hands	Med/High	All children, staff and visitors to wash or sanitise their hands on entering (except parents who are just picking up) and continue to do this frequently throughout the session and always after using the toilet, coming in from outside, blowing or wiping noses, before and after 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, if wanted. These will be replenished as necessary.	Staff/Visitors Staff to supervise children
Social distancing for children	Low/Med	Young children are not expected to socially distance from each other, but will be encouraged not to get right into each other’s faces. 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 are allowed physical contact with a child, e.g, a child sitting on their lap, if initiated by the child, but, where possible the child should be faced away from them, to lessen any potential transmission risk.	Staff



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Social distancing for staff	Low/Med	Where possible, staff may continue to avoid close contact with other adults during their work, but do not need to stay apart from the children. All staff should continue to wash or sanitise their hands regularly throughout the session. If staff wish to wear a face visor during the session, this is acceptable.	Staff
Deployment of vulnerable 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 checked regularly and cleaned as necessary throughout the session. Staff/adult toilet, door handle, taps and soap dispenser will be cleaned after each use by the person using it. If a parent, needs to use the toilet, please 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 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 hot or cold days, children will be encouraged to go back inside to cool down/warm up, as necessary.	Staff
Snack time	Low/Med	Snack time is on a rolling basis. 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 children will also wash and dry their own bowls and cups once they have finished. The member of staff in charge of snack time will supervise this to ensure they are cleaned and dried thoroughly.	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 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.	Parents and staff



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Accidents	Low/Med	All staff have undertaken Paediatric First Aid Training and there are always at least 2 current First Aid trained staff members on duty at any time. Any accidents or injuries will be dealt with as usual, written in the accident book and parents notified at the end of the session. A telephone call or sending a “What’s App” picture of the accident form may be done if the accident form is forgotten and the parent or carer will be asked to sign it the next time they drop off or pick up.	Staff/Parents/Carers
Use of suncream/hats and wellies	Low/Med	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. If children are able to bring in their own named sunhat, this would be ideal, although we do have a box of spare hats for children to use if necessary. These hats will be washed or sprayed with a disinfectant spray regularly and will be removed and washed if contaminated in any way. 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 for the children to use. Wellies will be cleaned/sprayed regularly and will be removed and cleaned if contaminated in any way.	Parents and Staff
Fire/Emergency Evacuation	Low/Med	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 may continue to do so.	Staff
Hygiene - toys	Med	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/or sprayed with disinfectant spray at the end of each session or before the beginning of the next session.	Staff
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



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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 or cleaned 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 regularly.	Staff
Group activities e.g. storytime/singing etc	Low/Med	These will continue to 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) may 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 continue to take place, as long as regular handwashing is in place.	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	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, should they wish to wear one and we will continue to provide hand sanitiser for everyone to use. Playgroup will 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. 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, as necessary, to ensure the hall remains at a comfortable temperature. The CO2 monitor can be used to ensure air flow and ventilation is adequate. If the readings are regularly under 800, ventilation is good. If the reading is above 800, ventilation can be improved, e.g. opening windows/doors more frequently. If readings are over 1500, ventilation MUST be improved.	Manager to order any PPE needed Staff Staff/Manager Staff/Manager



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		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.	Staff
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. It is recommended that face coverings continue to be worn in enclosed indoor spaces and Playgroup will keep a stock of disposable face masks for this purpose. Staff members may choose to wear a face covering if they need to get close to a parent or carer for a meeting, for signing paperwork or on the door signing children in and out and may wear a visor throughout the session if preferred, as long as they remember to clean their hands before and after its 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 and advised to self-isolate for up to 5 days. If Lateral Flow tests are available, staff should have two negative results taken at least 24 hours apart, before returning to work. 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 will be advised to isolate for at least 3 days.	Manager Staff to contact parent
Testing – PCR and Lateral Flow	Med	Free testing is no longer available, but Lateral Flow tests can be purchased, if required. The Government no longer recommends twice weekly testing of staff in education and childcare settings, but staff, including students and volunteers can opt to test if they provide kits themselves. Test results only need to be logged and sent to the Playgroup Manager if they are positive.	Parents/Staff/Volunteers Staff/Students/Volunteers



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<p>A child or staff member tests positive for Covid-19</p> <p>There is an outbreak of positive cases</p>	<p>Med/High</p>	<p>It remains good practice to inform Playgroup of any suspected or confirmed cases of Covid-19. Staff, including students and volunteers, and parents/carers will be made aware of the confirmed or suspected case in order to be able to take further precautions, if necessary. If there is a suspected outbreak (5 children, staff or students test positive within 10 days or 10% of children, staff and students test positive within 10 days) or further advice is required, The Department of Education Incident Support Line can be contacted on 0800 046 8687.</p>	<p>Parent/Staff to notify setting</p> <p>Manager</p> <p>Manager/Deputy</p>
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