Town Street Playgroup

Coronavirus (COVID-19) Risk Assessment

Updated September 2021

This risk assessment is based on the following Government Guidance:

**Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

**Use of PPE in education, childcare and children’s social care**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

**What parents and carers need to know about early years providers, schools and colleges**

**Updated 17 August 2021**

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

This risk template will identify potential risks associated with coronavirus (COVID-19). Our main aim is to make Town Street Playgroup as safe as possible for children, staff and families, so we have assessed risk in the setting, and implemented policies and procedures to remove or lessen the risk. These will be reviewed regularly and any changes made as necessary, e.g. changes in Government guidance.

We will check frequently for any updates to this government guidance and check any guidance that comes from the local authority as

this may differ from national guidance.

Fire procedures

Review the fire procedures taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.

**Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures**.

Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.

This risk assessment covers the main control measures in Government guidance

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes, using standard products such as detergents.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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| **1. Ensure good hygiene for everyone, including** **hand washing and respiratory hygiene** | | | | |
| **Identify Hazards** | **What can be done to remove or lessen the risk?** | **Action To Take** | **Recheck: when and how** |
| Infection spreads easily from  unclean hands. | Sufficient handwashing facilities are available throughout setting.  Hand sanitiser to be used where sinks are not available.  Hand sanitisers only to be used under close supervision for children.  All staff, children and any visitors will be reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes on arrival at the premises and before and after:   * eating/drinking * coughing or sneezing * using the toilet * playing outside * cleaning   Help will be provided to children who have trouble cleaning their hands independently  Hand washing guidance circulated amongst all staff / children/ parents.  Handwashing sinks in toilet and kitchen area to be regularly cleaned and disinfected. | Make sure all staff are aware of procedures to follow.  Check stocks of soap and  handwash as well as paper towels  for drying.  Check stocks of hand sanitiser  Practice handwashing routines  with the children  Implement any new handwashing  routines, for example, on arrival  at the setting with new starters.  Use stories, songs and rhymes to teach children about importance of handwashing. |  |
| Coronavirus can be transmitted by being in close contact with those sneezing or coughing. | Hygiene stations at locations through the setting with instructions on their use including disposable tissues.  Bins for tissues are emptied daily and disinfected  Posters displayed throughout setting to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean. | Make sure all staff/parents are aware of procedures to follow.  Check stocks of tissues.  Use songs, stories and rhymes to teach children about importance of catching coughs and sneezes. |  |

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| **Use of face coverings- Not compulsory in childcare settings but use can be considered in line with risk assessment.** | | | | |
| **Identify Hazards** | **What can be done to remove or lessen the risk?** | **Action To Take** | **Recheck: when and how** |
| Coronavirus can be transmitted by being in close contact with people, for example when in communal areas. | Wearing a secure fitting face covering which safely covers the nose and mouth can help reduce the spread of coronavirus. | Have a contingency supply of face coverings.  If there is an outbreak in the setting public health officials might advise that face coverings should temporarily be worn in communal areas by staff and visitors (unless exempt). |  |

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| **Personal protective equipment** | | | | |
| **Identify Hazards** | **What can be done to remove or lessen the risk?** | **Action To Take** | **Recheck: when and how** |
| Coronavirus can be transmitted by being in close contact with those sneezing or coughing. | PPE will be used for children whose care routinely already involves the use of PPE due to their intimate care needs.  PPE will be worn when in close contact with any child displaying coronavirus symptoms | Make sure a supply of PPE is available for when it might be needed.  PPE and face coverings are to be disposed of safely. This includes cleaning of hands before and after touching and the safe storage of them in individual, sealable plastic bags. |  |

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| **Minimise contact and maintain social distancing where possible – Not compulsory in England however if there is an outbreak in the setting, a director of public health might advise this.** | | | |
| **Identify Hazards** | **What can be done to remove or lessen the risk?** | **Action To Take** | **Recheck: when and how** |
| Coronavirus can be transmitted by close contact between individuals. | Advise parents to socially distance at drop off and collection.  Parents settling children to stay outside where possible, and socially distance where possible.  Meetings with parents to take place by phone, if desired.  Visits for prospective parents to take place when children are not in setting or at lunch time.  Use outdoor area as much as possible throughout the day. | Inform parents/carers of this routine. |  |

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| **2. Maintain appropriate cleaning regimes, using standard products such as detergents.** | | | | |
| **Identify Hazards** | **What can be done to remove or lessen the risk?** | **Action To Take** | **Recheck: when and how** |
| Coronavirus can be transmitted on frequently touched surfaces | Regular daily cleaning of frequently touched areas including: door handles, bannisters, tables, chairs, surfaces, floors, taps and sinks, light switches, toys/resources.  Regular handwashing. | Set up daily cleaning routine. Share with staff.  Make sure there is a supply of cleaning products, e.g. detergents.  Liaise with Methodist Centre Property Steward about guidance for other building users and their responsibility for cleaning. |  |

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| **3. Keep occupied spaces well ventilated** | | | | |
| **Identify Hazards** | **What can be done to remove or lessen the risk?** | **Action To Take** | **Recheck: when and how** |
| Poor ventilation and enclosed areas increases the risk of airborne transmission of the virus, as concentrations of the virus remain high. | Improving ventilation in the setting will reduce the risk of transmission. | Door to outdoor area to be kept open at all times.  Windows in upstairs hall to be open at lunchtime and when children are playing there. |  |

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| **4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.** | | | | |
| **Identify Hazards** | **What can be done to remove or lessen the risk?** | **Action To Take** | **Recheck: when and how** |
| Around 1 in 3 people with coronavirus do not have symptoms but may still pass it on to others in the setting undetected. | Regular testing can detect asymptomatic cases and help stop spread of infection to others in the setting. | Staff will test twice-weekly using rapid lateral flow tests. If test is positive, they will self isolate in line with stay at home guidance, and follow up with a PCR test to confirm result. |  |
| A staff member or child becomes unwell with symptoms of coronavirus, while in the setting. | Identify a separate space for children or adults who become unwell while at the setting, until they can go home. | Make sure all contact details for children and staff are up to date, including secondary contact.  Make sure there is cleaning equipment and personal protective equipment available within easy reach of this area.  A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained, as well as other personal protective equipment if contact is necessary. The area should be thoroughly cleaned after use. |  |
| A staff member has symptoms of coronavirus (a new continuous cough or sudden loss or change of sense of taste or smell, or a sudden high fever).  A child in the setting has symptoms of coronavirus.  A member of child’s family has symptoms of coronavirus | They should not come into the setting, should self isolate and get a PCR test as soon as possible. | Make sure all staff and parents are aware of this requirement. |  |
| Someone a staff member lives with has symptoms of coronavirus or has tested positive. | If fully vaccinated, staff member does not need to self isolate but must get a PCR test to check if they have Coronavirus before attending work. | Make sure all staff and parents are aware of this requirement |  |
| Someone a child lives with has symptoms of coronavirus or has tested positive. | Children will not attend setting and parents will be advised that in order to keep all children (including those who are clinically vulnerable) and adults in the setting safe, their child must have a negative PCR test before returning to the setting. | Make sure all staff and parents are aware of this requirement |  |
| An outbreak of COVID-19 in the setting. This may be declared if there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected. | Follow the prevention steps previously identified.  Follow health protection team or environmental health recommendations. | May be advised to reduce mixing of groups, re introduce face coverings, limit parents in setting. |  |