 **Coronavirus (COVID-19) Protective Measures Risk Assessment**

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| **Name of setting:** | **St Joseph’s Pre-school** | **Date of this risk assessment:**  **Version:** | 01/12/2021  3.5 |
| **Risk being accessed:** | This risk assessment will assist St Joseph’s Pre-school in preventing the transmission of Coronavirus (Covid-19) in the setting. | | |
| **Aim:** | To support the health and safety of all children, families, staff and visitors. | | |
| **Risk assessment to be reviewed on:** | When updated guidelines are issued. | **Guidelines:**  [Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)  [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/coronavirus-covid-19-early-years-and-childcare-closures)  [Guidance for full reopening Schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)  [Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)  COVID-19: cleaning in non-healthcare settings: [Here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | |
| **What are the main methods of limiting the transmission of Coronavirus (COVID-19) at <Name of setting>:** | 1. Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices |
| 1. Infection prevention and control through regular cleaning practices and adequate ventilation |
| 1. Infection prevention and control through minimising contact and mixing (social distancing) |
| 1. Infection prevention and control by responding to individuals who are unwell with coronavirus symptoms and avoiding contact with anyone with symptoms |
| 1. Infection prevention and control through testing and vaccination. |
| **People at Risk:** | Staff Visitors Vulnerable groups Contractors  Children  Parents & carers | **Building size and Description: Large Church Hall with several smaller meeting spaces. Approx. floor space of hall is 9 x 18 metres (162 square metres)** | |

1. **Frequent hand cleaning and good respiratory hygiene practices**

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| **What is the Hazard:** Risk of Covid-19 transmission through poor hygiene practices | | | |
| **Control measures**  Actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible**  **For Implementing These Control measures?** |
| Cleaning/  washing hands regularly | Upon entry to the building staff and children will immediately be encouraged to wash or sanitize hands *in the toilet area or using sanitizer by check-in.* All other visitors, contractors and Parents/carers must do the same although access will be minimised as necessary. Hand Sanitizer will be available by every door.  Hand washing facilities with running water are in place and fully stocked with soap. Everyone reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly or use sanitizer.  Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often throughout the session, for example before starting a new play activity and before and after eating.  Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands.  We will remind everyone to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and throw the tissue straight away in the nearest bin. Tissues will be available in each area of the hall and in all spaces used. Bins will be emptied frequently/as required to improve sanitation. Hand Sanitizer (non-alcohol based) will be available in each area to clean hands quickly.  Staff teams will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.  We will provide learning opportunities for children to learn and practise good hygiene through games, songs and repetition. We will aid children’s understating of good hygiene by using age appropriate visuals. | We will use signs and posters (for adults and children) to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue which is binned safely. These posters and signs will be displayed in each area of the hall, the toilets, kitchen, and office space.  [Coronavirus (COVID-19): guidance for educational settings poster](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)  *All adults and children have been instructed on how to hand wash effectively and for the correct duration.* [*https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/*](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) | The Cleaners (Ade/Jo C) will ensure that soap dispensers and antibacterial hand gels are full at the start of each day.  All staff are informed to direct everyone to use sinks/hand sanitiser upon entering the building.  Rigorous checks + reminders carried out by line managers to ensure that the necessary procedures are being followed. |
| **What is the Hazard:** Risk of Covid-19 transmission through poor hygiene practices  **Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above?** Yes  **What is the risk rating:** Low | | | |

1. **Regular cleaning practices**

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| **What is the hazard:** Risk of Covid-19 transmission through poor cleaning practices | | | |
| **Control measures**  Actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible**  **For Implementing These Control measures?** |
| Surface cleaning | Regular cleaning plays a vital role in limiting the transmission of COVID-19  We will use our regular cleaning products such as our regular detergents, disinfectant and bleach.  We will implement a staff cleaning schedule.(Example: Halfway through the session a staff member will clean objects and surfaces that are touched regularly, such as door handles, light switches, chairs, sinks, bannisters, toilets and electrical devices such as phones)  We will Limit the use of high-touch items and non-easily washable/hard to clean items such as malleable materials and rotate or wash on a more regular basis.  Play resources and equipment will be regularly washed and disinfected at the beginning and/or end of each day using our standard cleaning products. We also have a Fogger to use weekly. | We will follow the guidelines: [COVID-19: cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)  *We are well stocked with soap and anti bac spray*  *Sourced suitable anti bac hand gel for children but adequate sinks for proper handwashing also available*  *Children will be restricted in what they bring into the setting. No toys from home, pushchairs or scooters allowed to be brought into the setting.*  *Lunch boxes to be sprayed down each day* | Ade/Jo C will ensure that all frequently touched surfaces in general areas are wiped clean at regular intervals throughout the day (see schedule)  All staff will ensure their own areas of the setting and the resources within them are cleaned and recycled daily |
| Adequate ventilation | We will ensure that our setting is well ventilated to help reduce the concentration of the virus in the air, which reduces the risks from airborne transmission.  Windows will be opened in hall, toilets, Rainbow Room, and Two-year-old room. (Parents reminded regularly that it may be colder than usual in setting and to wrap up warmer) | [Ventilation and air conditioning during the coronavirus (COVID-19) pandemic](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) | Cathy/Jo D to open all windows first thing when opening up |
| Sanitation | *Separate lidded Bins to be located in each area as well as toilets, kitchen, office and foyer. To be emptied by cleaner daily or more frequently as required.* All soiled items to be double bagged.  Toilet use will be supervised/checked frequently by an adult who will do an anti bac wipe down with disposable cloth on exit | *Deep clean of whole setting carried out Termly*  Cleaning schedule updated to accommodate extra cleaning requirements | Cathy has produced new schedule in liaison with Ade.  All staff to clean behind them as they go. |
| Kitchen | We have in place stringent hygiene practices, in addition, anyone handling food should wash their hands often with soap and water for at least 20 seconds before and after handling food. Staff will clean touched surfaces regularly.  We will operate a one in one out system in the kitchen area. Staff will clean and wipe down the area after use.  Staff should follow good hygiene practice by washing hands after handling any outer food packaging.  We will follow our usual food hygiene practices when handling and eating raw fruit, leafy salads and vegetables. This includes washing fresh produce to help to remove any contamination on the surface. Peeling the outer layers or skins of certain fruits and vegetables can also help to remove surface contamination. | <https://www.food.gov.uk/business-guidance/industry-guides-to-good-food-hygiene>  [Guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) | All Staff to observe |
| Cleaning after an individual with symptoms of, or confirmed COVID-19 has left the setting | Areas where a person has passed through and spent minimal time (not visibly contaminated) will be cleaned thoroughly as normal.  All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, toys and resources.  We will use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.  **Waste**   1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual’s test results are known | [COVID-19: cleaning in non-healthcare settings outside the home](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)  This Waste should be stored safely and kept away from the children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.  If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. |  |
| **What is the Hazard:** Risk of Covid-19 transmission through poor cleaning practices  **Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above?** Yes (Please indicate)  **What is the risk rating:** Low (Please indicate) | | | |

1. **Minimising contact and mixing (Social distancing)**

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| **What is the Hazard:** Risk of Covid-19 transmission through close contact with others | | | | |
| **Control measures**  Actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible**  **For Implementing These Control measures?** |
| Shielded and clinically vulnerable children and young people | | *No longer ‘Shielding’ children but further guidance is included in ‘Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak -* 3.2 Supporting people who may be at increased risk from coronavirus (COVID-19) (See Link below)  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | If any children showing any signs or symptoms of Coronavirus then asked to remain at home.  Staff encouraged to do lateral Flow test twice weekly. | Parents must be vigilant and follow rules.  Staff on door will monitor for concerns as children arrive.  Manager to retain right not to admit child if health concerns apparent. |
| Shielded and clinically vulnerable adults | | <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | ‘Shielding’ no longer advised as necessary. Opportunity to work from home may remain an option for very ‘vulnerable’ staff if spike in cases locally but only if staffing levels permit. | Cathy has risk assessed and notified staff as appropriate |
| Staff who are pregnant | | [Coronavirus (COVID-19): advice for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees)  [Coronavirus infection and pregnancy](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/)  We will check that control measures here are following the latest guidance. We will conduct a personal/individual risk assessment for these groups | Staff who are pregnant | Cathy W |
| Volunteers, student placements and agency staff. | | Volunteers will be kept to a minimum, and they will adhere to the system of controls within this risk assessment.  Where staff work across more than one settling, we will take a collaborative approach and address any risks identified. | Volunteers, student placements and agency staff. |  |
| Staff shortages due to sickness or self-isolation | | We are normally more than adequately staffed to cover some absence but if this is severe then we may have to consider partial closure in line with our Contingency/Outbreak Plan  Where Bank Staff are used, we will ensure that it is the same or consistent staff that provide cover. | Staff shortages due to sickness or self-isolation |  |
| Recruitment | | Where possible we will implement alternative options to face-to-face interviews such as using remote working calls.  Where face-to-face meetings are necessary, we will explain and share our settings control measures in advance so that candidates can follow the system of controls within this risk assessment. | Recruitment |  |
| Traveling to and from the setting | | We will consider how staff, parents, carers and children travel to and from our setting and discourage travel on public transport where possible. We will signpost these people to the COVID-19 safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> | We will encourage families and staff to walk or cycle to the setting where possible.  Parents also advised to have only one adult per child at drop off and pick up. | Cathy has added note to Parent Guidelines  All adults to act responsibly in following Govt advice. |
| Drop off/pick up times | | We will use signage at entry points to remind parents, carers, children or any member of the household that if they have the symptoms of Covid-19 (high temperature or a persistent cough) they will not be allowed to leave their child at the setting.  Staggered drop off and pick up times no longer necessary but adults still advised to be respectful and cautious. Adult access to the setting to remain limited to drop off and pick up times and ‘as necessary’ e.g. when settling new child.  We will provide clear instructions for parents and carers during drop-off and pick-up times that minimise adult to adult contact. Parents and carers to be allowed to enter building now but masks suggested.  Assess will be at the side Green Gates or into Rainbow Room from playground on the morning.  Where possible we will encourage one parent or carer to drop off/pick up their child.  Where parents and carers are waiting to drop off or collect their child we will remind them to adhere to social distance guidelines with signage to remind them.  Although not now required, we may re-introduce measures to reduce contact at collection times if infection rates rise or there is an outbreak at the setting. These may include:  • Staggering drop off and pick up times between groups to reduce large numbers of parents and carers congregating.  • Providing clear instructions for parents and carers during drop-off and pick-up times that minimise adult to adult contact.  • Encouraging one parent or carer to drop off/pick up their child.  • While waiting parents and carers will be reminded of social distance guidelines. There will be markers and signs promoting social distancing guidelines outside of the building.  We will inform parents and carers of any new drop off/pick up procedures before arrival. | Parent Guidelines also sent out emphasising importance of being vigilant for signs and symptoms  Parent Guidelines produced and Zoom Parents Q&A session organised to ensure that parents understand all guidelines  Guidelines resent to new parents and all parents on return in September.  Masks or visors to be worn by staff members at pick up and drop off and parents to be advised to please wear masks too. | Cathy to send out Parent Guidance.  All staff to help put up new signage before children return.  Cathy to ensure social distancing markings are in place on path outside gates as necessary  Reminder emails sent to all parents by Cathy with drop off and pick up guidelines included |
| Visits to the setting by parents and carers | | Visits by prospective parents will be conducted at the end of the day when most children have gone home. |  |  |
| Children with SEND | | Staff will work with the SENCO to support Children with SEND in the safest way possible. We will continue to encourage parents to send their child to preschool even if we have a partial closure. |  |  |
| Children and staff returning from abroad | | Where staff or children have travelled abroad, their return travel arrangements could be disrupted due to coronavirus (COVID-19) restrictions and they may need to quarantine on their return. Guidance is available on how to quarantine when you arrive in England. |  |  |
| Operating small groups or ‘bubbles’ of children throughout the session | | It is no longer necessary to maintain small groups of children who will be supported by consistent staffing either indoors or outdoors.  However if there is an outbreak in the setting, small groups may be re-introduced as a control measure.  Where possible staff members will work with the same consistent groups of children.  Within the separate groups, depending on the age of the child, children will be encouraged to keep a safe distance from their peers and adults  We will keep up-to-date records of children attending our setting for at least 21 days. | When and if required we will endeavour to maintain the separation of groups during the session.  Fogger purchased for quick cleaning/decontamination at end of day and to minimise cross contamination of shared equipment. |  |
| First aid | | Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron will be worn.  The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.  If giving mouth-to-mouth ventilation in asphyxia arrest, a resuscitation face shield should be available. | [COVID-19: guidance for first responders](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov) | First aiders |
| Lunches/breaks | | Staff lunch and break times will be staggered so as to minimise contact. A maximum of 9/10 staff are in each day and only 4 or 5 will be on lunch at one time.  When weather better and where possible, we will encourage staff to use a designated space outdoors for lunch and break times (The Church Garden) but the Rainbow Room will remain a staff safe space which allows for social distancing.  Children’s lunch/break space to be spread out so as to maintain distanced from each other whilst eating. Lunches to be provided in plastic boxes rather than material lunch bags or sprayed with anti-bac on arrival.  Where space allows staff room and office seating and tables are to be reconfigured to maintain spacing and reduce face-to-face interactions  Masks will be used if more than set numbers in any staff space. | *Staff to be vigilant when using shared staff facilities such as the kitchen. Food brought from home should be stored apart from other staff members food.*  *No more than 3 staff may be in the kitchen at any time and items such as kettle/microwave/taps should be wiped clean after use.*  *Kitchen, office and staff rooms with the 2 metres social distancing being applied at all times* | All staff to regulate own use of kitchen space and storage of food.  All staff to clean after own use.  Ade to ensure other main surfaces are regularly wiped down |
| Building/premises | | The hall is divided into separate areas with shelving and other furnishings to help the children spread out.  Areas will be kept well ventilated by keeping windows open where possible.  We will limit the number of children who use toilet facilities at one time to ensure that toilets do not become crowded. A staff member will try to accompany a child to the toilet to ensure hand washing is carried out appropriately and to sanitise afterwards.  *Each area has access to exits in case of an emergency evacuation.* | Where the walkway access to the toilets could become a close contact point, staff must encourage the children to wait until it is clear to walk safely through it to maintain social distancing. | Cathy to do extra signs to remind staff and children E.g. Give Way signs and Occupied signs  All staff to ensure children understand limitations of movement within the setting. |
| Meetings | | We will use some remote working tools to avoid larger in-person and face to face meetings. *Zoom meetings will continue to be used for committee meetings and for contact with children and their families who are not currently attending. Staff meetings will be face to face but held in hall to maintain good social distancing*  Where meetings cannot be undertaken remotely, participants attending meetings will maintain a 2m separation throughout. Where possible we will hold meetings outdoors or in well-ventilated rooms. Masks will be worn if necessary.  Everyone will be discouraged from hand shaking and general personal greetings. | Staff all now familiar with Zoom. Additional tools on Tapestry such as Memo feature will also be used to relay other information to parents  Notebook to be used as Parent Communication aide and ‘handover’ information. |  |
| Visitors | | We will Stop all non-essential visitors from visiting the setting, and where possible use remote conference calling instead.  Where visitors and contractors are required to visit on site they will be instructed to follow the control measures within this risk assessment. These visits will be outside of hours when children are present where possible but some visits will be permitted if for the benefit of the children or staff. **Visitors will wear masks and be asked to keep their distance from other staff and children where possible.** | Good hygiene standards will be maintained between different hall users and cross contamination avoided.  Hand Gel available on entry. | All staff to uphold non admittance of unnecessary visitors. |
| Play activities/curriculum | | Where possible we will utilise our outdoor space by planning activities outdoors whenever possible.  *If further access to outdoor space is required, then we will utilise the space in front of the Church.*  Within the physical environment we will move chairs and tables further apart where possible.  Hand cleaning will be promoted before and after each activity and equipment will be cleaned after use.  Due to a higher risk of infection we will limit specific activities that include singing, chanting, shouting and conversing loudly.  Resources that are shared between large groups of children, such as sports, art and cooking equipment will be cleaned frequently in line with our cleaning schedule.  Malleable materials such as dough, sand, and mud, will be cleaned and/or replaced frequently. | We will include some activities to encourage and support children to understand the current situation e.g. Stop germs spreading with e-Bug resources: <https://campaignresources.phe.gov.uk/schools>  Where possible activities that involve singing/playing instruments will take place outdoors. If indoors, we will make sure that spaces are well ventilated and where possible help space children further apart. | Cathy to produce daily rotas for use of outdoor spaces.  All staff to liaise with each other regarding the sharing of resources.  All staff to monitor own areas according to observed needs and interests of their children. |
| Trips and outings | | When planning an outing we will follow the COVID-19 control measures in place at the destination and will also keep children in groups. We will ensure that good hygiene is maintained throughout the trip. A separate risk assessment for the trip will be written. | Forest School Risk Assessment also updated. |  |
| Face coverings for adults | | In our setting, face coverings may be worn by staff and adults (including visitors) in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.  All adults will wear face coverings at pick up and drop off times.  The procedure for adults wearing and removal of face coverings requires;   * The cleaning of hands before and after touching – including to remove or put them on * safe storage of them in individual, sealable plastic bags between use |  |  |
| Wellbeing | | Management will promote mental health & wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help.  Information gathered from parents on children’s lockdown experiences. Q&A session for parents on Zoom  [MIND Coronavirus and your wellbeing](https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/)  [Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19)  [Young minds child's mental health during the coronavirus (COVID-19) pandemic](https://youngminds.org.uk/find-help/for-parents/supporting-your-child-during-the-coronavirus-pandemic/) | Staff Briefing meetings held to support sharing of Lockdown experiences and to voice concerns and worries.  Staff encouraged to do additional training on supporting wellbeing. | Cathy to coordinate briefings plus gathering and sharing of relevant information |
| **What is the Hazard:** Transmission of Covid-19 through close contact with others  **Is the hazard adequately controlled by implementing the social distancing control measures detailed above?** Yes (Please indicate**)**  **What is the risk rating:** Med to Low (Please indicate) | | | | |

**4. Individuals who are unwell/avoiding contact with anyone with symptoms**

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| **What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell** | | | | |
| **Control measures**  Actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible**  **For Implementing These Control measures?** |
| Recognising the symptoms of coronavirus | | Ensure that all staff recognise the signs of Coronavirus.  The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees) and a change in taste/smell. | <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> | **All staff to read and ensure they understand protocols and procedures** |
| Protective personal equipment (PPE) | | PPE should be worn by staff caring for a child who becomes unwell and while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).  Reference to PPE in the following situations means:   * fluid-resistant surgical face masks (also known as Type IIR) * disposable gloves * disposable plastic aprons * eye protection (for example a face visor or goggles)   Wash hands with soap and water for 20 seconds after all PPE has been removed.  [COVID-19: personal protective equipment use for non-aerosol generating procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)  We will follow the correct instructions for putting on and taking off personal Protective Equipment (PPE). | We will ensure that we have adequate staff ratios should a staff member become ill during the session. The staff member will be sent home immediately and adequate cleaning will be maintained. | **All staff to read and ensure they understand protocols and procedures**  **Cathy to ensure appropriate PPE is available if required** |
| An adult develops symptoms of coronavirus whilst on the premises | | If an adult becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the staying at home guidance.  If a worker develops a high temperature or a persistent cough while at work, they should:  1) Return home immediately  2) Avoid touching anything  3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.  4) They must then follow the guidance on self-isolation and testing and must not return to work until their period of self-isolation has been completed.  Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.  Full guidance on what to do if someone develops symptoms of Covid-19 can be found here**:** [What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#limiting-the-spread-of-coronavirus-covid-19-in-educational-settings) | All staff to be made aware of the procedure should they become unwell. | **All staff to read and ensure they understand protocols and procedures**  **Staff should book own testing immediately should they require it** |
| If a child develops symptoms of coronavirus whilst on the premises | | If a child begins displaying symptoms of coronavirus they should be sent home to isolate and test as per the guidelines.  If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.  We will clean the area with disinfectant/bleach after someone with symptoms has left will reduce the risk of passing the infection on to other people.  [What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#limiting-the-spread-of-coronavirus-covid-19-in-educational-settings) | **See Protocol for Persons showing Symptoms** – this will be sent out to all parents and displayed in prominent places around setting | **Manager to call parent ASAP**  **One of the adults assigned to the particular bubble to remain with the sick child**  **Ade to ensure all necessary cleaning is carried out as required** |
| Responding to symptoms of Covid-19 and self-isolation | | **Children, staff and other adults must not come into the setting if they have symptoms, they must**   1. Get a PCR test (test that is sent to a lab) to check if they have COVID-19 as soon as possible. 2. Stay at home and do not have visitors (self-isolate) until they get their test result – only leave home to have a test. [Check if people you live with need to self-isolate](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/).   They must self-isolate if:   * they test positive for COVID-19 * someone they live with has symptoms or tested positive (unless they are not required to self-isolate) * they have been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/) * they need to quarantine when arriving in England from abroad. [Check the quarantine rules when entering England on GOV.UK](https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england)  When people do not need to self-isolate If someone an individual lives with has symptoms of COVID-19, or has tested positive for COVID-19, they will not need to self-isolate if any of the following apply:   * they are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS * they are under 18 years, 6 months old * they are taking part or have taken part in a COVID-19 vaccine trial   they are not able to get vaccinated for medical reasons | **See Protocol for Persons showing Symptoms** – this will be sent out to all parents and displayed in prominent places around setting | **All to follow isolation guidelines and to seek testing if symptoms experienced** |
| Response if a case of COVID-19 is confirmed at the setting – NHS Test and Trace/Bristol City Council/ Public Health /Ofsted | | Close contacts will be identified via NHS Test and Trace and settings will not be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.  Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.  The setting may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.  We will inform Ofsted should we receive confirmation of a confirmed case of Coronavirus in the setting using the [Tell Ofsted if you have a COVID-19 incident at your childcare business](https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business) online notification form within 14 days.  As an employer, if any of our workers test positive we shall call the Self-Isolation Service Hub on 020 3743 6715 as soon as we are made aware that any of our workers have tested positive.  Where we have an Outbreak of Coronavirus we will contact Bristol Public Health Protection: Email: [ph.healthprotection@bristol.gov.uk](mailto:ph.healthprotection@bristol.gov.uk)  for advice on the action to take in response to an outbreak.  As a Childcare/education setting we must report an outbreak of COVID-19 to the BCC dedicated education email.  Email:[**education.covid19reporting@bristol.gov.uk**](mailto:education.covid19reporting@bristol.gov.uk)  This enables the team to follow up any urgent local support and manage communication.  If there is an outbreak at the setting we will follow PHE or Track and Trace advice on how to manage the situation in line with our outbreak management plan  We will contact other parents, carers and staff to let them know there has been a confirmed case of coronavirus (COVID-19) and the actions we are taking. We will advise them that close contacts have been identified and asked to self-isolate.  We will not share the names of people with coronavirus (COVID-19) unless essential to protect others.  We will also notify Ofsted should the setting need to close.  To support contact tracing we will ensure that we are keeping up-to-date records of the children attending the setting and the members of staff. Where applicable we may keep records of close contact between children and staff.  In addition:  We will seek public health advice if a child or staff member is admitted to hospital with COVID-19. We can do this by phoning  the DfE helpline (0800 046 8687, option 1), or in line with other local  arrangements. | To do this, we (the employer) will need to provide the 8-digit NHS Test and Trace Account ID (CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.  An outbreak is where :  • 5 children or staff,  or  • 10% of children or staff who are likely to have mixed closely test  positive for COVID-19 within a 10-day period  If a setting that operates with 20 or fewer children and staff at any one time, an outbreak is:  • 2 children, pupils, students and staff, who are likely to have mixed closely, test  positive for COVID-19 within a 10-day period  Public Health Protection team  South West Centre HPT (Bristol)  2 Rivergate,Temple Quay  Bristol  BS1 6EH  Telephone  0300 303 8162 (option 1, then option 1)  Out of hours advice  0300 303 8162 (option 1) |  |
| Testing and tracing | | *Test and Trace is no longer required in the setting unless an ‘Outbreak’ of more than 5 cases in 10 days occurs.*  *See ‘Outbreak Contingency Plan’ if this occurs*  Anyone who displays symptoms of coronavirus (COVID-19) at St Joseph’s Preschool will need to book a test. A test can be booked on the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119. Essential workers, which includes anyone involved in education, childcare or social work, and their households, have priority access to testing. [NHS Testing and tracing for coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/) | **See Protocol for Persons showing Symptoms** – this will be sent out to all parents and displayed in prominent places around setting | **Cathy to notify all parents as appropriate and as soon as possible if advised by PHE/DFE** |
| Admitting children and staff back to the setting | | Staff and children can return to the setting once;   * they have finished their isolation period and their symptoms have gone or * they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone * they have a negative PCR test result after having a positive LFD test   The child or staff member should not return to the setting if they still have a high temperature after 10 days or are otherwise unwell, and they are advised to stay at home and seek medical advice. |  |  |
| **What is the Hazard:** Transmission of Covid-19 by contact with an individual who is unwell  **Is the hazard adequately controlled by implementing the social distancing control measures detailed above?** Yes  **What is the risk rating:** Low | | | | |

**5. Infection prevention and control through testing and vaccination**

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| **What is the Hazard: Risk of transmission by not engaging with testing and vaccination** | | | |
| **Control measures**  Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible For Implementing These Control measures?** |
| Testing ( Lateral flow & PCR tests) | Essential workers, which includes anyone involved in education or childcare have priority access to LFD testing. Rapid testing remains a vital part of the Government’s plan to supress this virus. The use of rapid lateral flow antigen test will allow us to help identify asymptomatic cases that would otherwise go undetected.  **Asymptomatic testing (lateral flow device (LFD)**  Staff are being supplied with lateral flow device (LFD) test kits to self-swab. Staff are asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must [report their result (whether positive, negative or void) to NHS Test and Trace](https://www.gov.uk/report-covid19-result) as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff will also share their result with the setting (whether positive, negative or void) to help with contact tracing. Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance and arrange a polymerase chain reaction (PCR) test to confirm the result.  **Booking a polymerase chain reaction (PCR) test**  Anyone who displays symptoms of coronavirus (COVID-19), or staff who have a positive LFD test result, should get a [PCR test](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#tests-for-covid-19) as quickly as possible. | Some staff, parents and carers may be eligible for a one-off Test and Trace support payment of £500. This is payable in one lump sum from the Bristol City council.  [NHS Test and Trace Support Payment scheme](https://www.bristol.gov.uk/benefits-financial-help/covid-19-financial-help/test-and-trace-payment-support)  LFD testing is not mandatory for staff however participation in testing is strongly encouraged. |  |
| Vaccination | In line with the control measures within this risk assessment, the vaccine provides a greater level of personal safety against serious illness. Because of this, we encourage our employees to take up the opportunity to have the vaccine when it is offered to them. |  |  |

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| **What is the Hazard:** Risk of transmission by not engaging with testing and vaccination  **Is the hazard adequately controlled by implementing the social distancing control measures detailed above?** Yes/No (please indicate)  **What is the risk rating:** High/Medium/Low (Please indicate) |

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| **Further comments:** | | | |
| **Contingency planning:** If we need to implement our Outbreak plan and it leads to a change in circumstances (i.e. open or close), we will inform Ofsted by sending them an email to enquiries@ofsted.gov.uk with ‘Change in operating hours’ in the subject field or by using the online form  <https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business>  **Safeguarding and welfare:** Where children do not attend the provision as expected, as with normal practice, we will follow up the absence with the parent or carer and where appropriate we will explore reasons for the absence. Staff will identify and support any vulnerable children, parents and carers that return to <name of setting> and signpost them to the appropriate local services in Bristol. We will take the appropriate steps to deputise the responsibilities of key members of staff such as the designated safeguarding lead and arrange cover if warranted. | | | |
| **Risk assessment method of circulation** | | | |
| **Staff:** Emailed + Copies given at staff briefing | **Parents and carers:** Uploaded to Tapestry Memo which notifies all parents by email | **LA/Ofsted:** Added to website under Policies and Procedures | **Other: (Church and School)**  **Emailed** |

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| **Risk assessment completed by** | | |
| **Name: Cathy Williamson** | **Role: Centre Manger** | **A close up of a logo  Description automatically generatedSignature:** |
| **Risk assessment authorised by** | | |
| **Name: Cathy Williamson** | **Role: Centre Manager** | **A close up of a logo  Description automatically generatedSignature:** |