**Covid–19 Risk Assessment**

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | **Action by who?** | **Action by when?** |
| Spread of Covid-19 Coronavirus | Staff  Parents  Children  Visitors (only allowed in by prior arrangement if absolutely necessary) | **Drop Offs and Visitors**  From the **01.06.20** children will be dropped off and collected the front door of each setting. Handover will be kept to a minimum.  Only one parent or carer should collect and adults or siblings are not to enter the settings.  The majority of the staff team will be working but they will be responsible for their bubble of children and we will limit the number of other staff members they have contact with over the week.  Any furloughed staff will be reviewed weekly as per Government guidance.  Non-essential visitors will not be permitted access to the settings during the pandemic. Any visits will be re-scheduled until a later date.  Essential visitors will only be permitted with prior arrangement and will be expected to follow the Covid-19 Protective Measures Policy  All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.  We will consider allowing parents to enter Fizzy Fish for the purpose of settling in sessions if, not doing so would cause a child distress. All measures will be taken to minimise contact between the parent and other children and staff members.    **Hand Washing**  Hand washing facilities with soap and hot water in place.  Stringent hand washing taking place.  Paper towels for drying of hands  See hand washing guidance.   * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>   Gel sanitisers in any area where washing facilities not readily available  **Cleaning**  Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toys and resources using appropriate cleaning products and methods.  Play equipment to be minimalised and multiple groups are not to use it simultaneously.  Using a colour coded cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.  Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.  **Cleaning of Electronics**  Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.  **Social Distancing**  Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency where possible.  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>    The use of communal internal spaces should be restricted as much as possible.  Outdoor spaces should be used by different “bubbles” at different times of the day.  Taking steps to review work schedules including start & finish times/shift patterns, teams of staff etc. to reduce number of workers on site at any one time.    Redesigning processes to ensure social distancing is in place wherever possible.    Ensuring sufficient rest breaks for staff.  **Children’s Wellbeing and Education**  Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.  Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.  Play equipment to be minimalised and multiple groups are not to use it simultaneously.  Minimalise contact and mixing by altering, as much as possible, the environment.  Removal of soft furnishings, soft toys and toys that are hard to clean.  Where possible keep children and adults in small groups, keep these groups 2m apart from each other and minimalise contact between them  Government reasoning – best place to learn and important for mental wellbeing to have social interactions with peers, carers and teachers  As we will be spending as much time outside as possible, children will need jumper and coat every day, they will also require sun cream before attending.  **Toileting, nappies and cleaning up after accidents**  Children should be supported to do as much for themselves as possible.  Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space.  When changing nappies staff are to wear PPE if required. Follow current procedures for nappy changing and wash hands thoroughly after changing nappies, helping a child in the toilet with bottom wiping.  Used nappy and PPE to be disposed of in yellow nappy bin/bag  If an accident happens then the child should be helped to get cleaned up and changed. Clothes should be bagged and put in own back pack and clean clothes should only be their own clothes from home. When child has been helped to get changed the area should be thoroughly cleaned.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job (for example, nappy changing), an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.    **Communication**  Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the settings, whether child or staff member they will be sent home and advised to follow the stay at home guidance or will be tested.  The Manager will maintain regular contact with staff members/parent of child during this time.  **If A Child Starts Displaying Symptoms of Covid-19 Whilst At Fizzy Fish**  If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.  A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.  If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  I  f a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.    If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don’t have internet access)  **Disposal of Potentially Contaminated Waste**  Waste from possible Covis-19 cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:  a) the individual tests negative; waste can then be put in with the normal waste  b) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste  **Mental Health  Of Staff**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus pandemic and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>    [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)      **Policy and Procedure**  A detailed Covid-19 Protective Measures Policy has been written and distributed to all staff and parents. This is based on guidance received from the following Government documents:  <https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>  <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>  <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>  <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>  **Covid-19 Co-ordinators**  The Covid-19 Core Staff team are Covid-19 Co-ordinators and will be responsible for supporting all staff in their team and children in their ‘bubbles’ to understand and follow the guidance in the Policy and Procedure document. | Employees and children to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.    To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>    Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>    <https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf>    Rigorous checks will be carried out by Managers to ensure that the necessary procedures are being followed.    Rigorous checks will be carried out by Managers to ensure that the necessary procedures are being followed.  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.    Management checks to ensure this is adhered to wherever possible.                            Staff awareness of children’s’ needs and abilities  Staff awareness of children needing more reassurance  Follow current guidance on changes to EYFS, relevant to Covid-19 response.  <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>  Staff to be reminded that wearing of gloves is not a substitute for good hand washing.          Management to continue to keep parents informed of changed to Covid-19 Protective Measures Policy sent out on 14 May 2020  Parents must agree to prompt collection within the new contract, before child starts back a preschool.  If a parent cannot agree to prompt pick up, then the child cannot return to preschool  Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.  Ensure there are a supply of yellow bags available for the disposal of contaminated waste.  Internal communication channels and cascading of messages through Managers will be carried out regularly to reassure and support employees in a fast-changing situation.    Managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and open-door policy for those who need additional support.  The temperature of staff and children will be taken when staff/child first arrives and also throughout the day if a temperature is suspected. Anyone displaying a temperature and/or new, persistent cough will be denied entry to the setting and medical advice must be sought.    Internal communication channels and cascading of messages through Managers will be carried out regularly to reassure and support employees in a fast-changing situation.    Managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and open-door policy for those who need additional support.      The Covid-19 Co-ordinators are staff that have been working at Fizzy Fish with key worker and vulnerable children during lockdown and have the most knowledge of all the procedures in place to keep all staff and children safe and well. | All staff | From 1 June 2020 & ongoing |

The Policy and Procedure referred to herein this document and the Risk Assessment may be subject to change following further changes or amendments to the Government Guidance as we continue through the phases of easing the lockdown during this pandemic. The document will be reviewed weekly or when there are significant changes and the amended document will be distributed to our parents and staff as soon as changes are made.