

Covid 19 Health and Safety Risk Assessment for Holy Trinity After School

<u>Date</u>	<u>Identify Hazards</u>	<u>What can be done to remove or lessen the risk</u>	<u>Action to be taken</u>	<u>Recheck: When & How</u>
<p>1. Minimise contact with individuals who are unwell.</p> <p>09/06/20 17/06/20 20/08/20 03/09/20 18/01/21 23/03/21 09/06/21 04/08/21 26/10/21</p>	<p>-A staff member or someone in their family is unwell and presenting with symptoms of coronavirus.</p> <p>-A child arrives to the setting with symptoms of coronavirus.</p> <p>-Someone in the child's family has symptoms of coronavirus.</p> <p>-A staff member or child in their care becomes unwell with symptoms of coronavirus, while together.</p>	<p>-If a member of staff is showing symptoms of coronavirus they will stay at home in line with government guidance. This member of staff must stay at home until they have had a negative test or until the end of their isolation period (10 days' onset of symptoms and have a normal temperature for 2 days) so long as all symptoms are gone. If the staff members have received both doses of approved vaccine they are no longer required to isolate. They are expected to take a PCR test on the 2nd and 8th of 10 period from close contact. If at any time said staff member tests positive they will begin a 10 day isolation period.</p> <p>-If a child or a member of the child family shows symptoms of coronavirus they too should stay at home until having a negative test or the end of the isolation period so long as all symptoms are gone. If a child has had a negative test the child can return to childcare as long as they have been fever free for 48 hours.</p> <p>-Identify a separate space for children or adults who become unwell while at the setting until they can go home. Make sure there is cleaning equipment and PPE available and easy to access for staff at all times.</p> <p>-Areas used will be thoroughly cleaned at the start, during and end of each day.</p>	<p>-Ask parents to provide regular updates on the health of their family/household.</p> <p>-Review and update policies as and when required and share with parents.</p> <p>-Stay up to date with guidance and advice.</p>	<p>-Will check in daily with staff and families on arrival to the setting.</p> <p>-Any new information will be communicated to parents on arrival and collection or via e-mail.</p> <p>-Any new information will be communicated to staff on arrival and departure or via e-mail.</p>

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<p>2. Promoting Social Distancing 09/06/20 17/06/20 20/08/20 03/09/20 18/01/21 23/03/21 09/06/21 26/10/21</p>	<p>-The risk of transmission increases if social distancing is not maintained.</p>	<p>-We will maintain pods within the setting. We will achieve this by children and staff, where possible, only mixing in a consistent group and that as much as possible each group stays away from other people in the setting. -On a daily basis we will use play pods which means on each day the same staff and children will stay together within the same group. -Both indoors and outdoors children have their own individual spaces to play. -Staff will consistently promote and encourage limited contact by verbally reminding children and by also leading by example and promoting social distancing among themselves also.</p>	<p>-Stagger break times and outdoor play times to avoid contact and mixing with other groups in the setting. -Use stories, songs and games to promote the importance of limiting interactions and to help children understand what is meant by social distancing. -Plan Rota's and groups of children to ensure the same children and staff are together on a daily basis. -We will regularly review and stay up to date with the current guidance.</p>	<p>-Daily – Continuous throughout each day.</p>
<p>3. Clean your hands often and promote good personal hygiene 09/06/20 17/06/20 20/08/20 03/09/20 18/01/21 23/03/21 09/06/21 26/10/21</p>	<p>-Infection spreads easily from unclean hands.</p>	<p>-Promote good hand washing. Ensuring everyone cleans their hands more often than usual, particularly before starting work, after touching their face, blowing their nose, sneezing or coughing, before eating or handling food, after using the toilet, for staff after using any cleaning chemicals, at the end of each day. -Encourage everyone to wash their hands regularly throughout the day for 20 seconds with soap and warm running water and dry them thoroughly using</p>	<p>-Continuously check stocks of soap and paper towels throughout the day. -Check stocks of hand sanitizer. -Practice hand washing routines with the children. -Implement any new hand washing routines for example on arrival to the setting. -Complete and ensure all staff</p>	<p>-Regularly, Each day.</p>

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		disposable paper towels. When necessary staff may also use hand sanitizer, ensuring that all parts of the hands are covered.	have completed relevant training such as infection, prevention control training.	
4. Respiratory Hygiene (Catch it, Bin it, Kill it) 09/06/20 17/06/20 20/08/20 03/09/20 18/01/21 23/03/21 09/06/21 26/10/21	-Coronavirus can be transmitted by being in close contact with those sneezing or coughing.	We will ensure staff and children will follow these instruction: -Avoid touching your mouth, nose or eyes. -Cover your mouth or nose with disposable tissues when you cough or sneeze. If a disposable tissue is not available sneeze or cough into the crook of your elbow and not into your hand. The slogan “catch it, bin it kill it” will be used throughout the setting, as well as signage being posted throughout the setting to remind staff and children of this. -Dispose of tissues into a disposable rubbish bag and wash your hands with soap and water.	-Use stories, songs and images to help children understand about coronavirus and good hygiene. -if someone is coughing or sneezing check to see if they have any other symptoms which may cause concern for coronavirus. Ensure a good supply of disposable tissues is available.	-Daily
5. Clean surfaces that are touched frequently 09/06/20 17/06/20 20/08/20 03/09/20 18/01/21 23/03/21 09/06/21 04/08/21 26/10/21	-Coronavirus can be transmitted on frequently touched surfaces.	-Frequently touched surfaces such as door handles, hand rails, table tops etc. will be cleaned often. - The toys and resources the children use during a session will be put into a box and thoroughly cleaned with ant-bacterial solution each day. -When cleaning we will use the appropriate products such as detergents and bleach, as these are most effective at getting rid of the virus on surfaces. -We will continue to follow the Public Health guidelines.	-We will review our cleaning plan, how often cleaning is carried out and what needs cleaned the most. -Where possible we will remove anything that is difficult to clean such as soft furnishings. -We will consider how to manage food brought from home. -We will double bag any potentially contaminated waste and identify where we can dispose of it.	-Before the setting open and at the end of each day.

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<p>6. Minimise Contact and Mixing with Parents 09/06/20 17/06/20 20/08/20 03/09/20 18/01/21 23/03/21 09/06/21 26/10/21</p>	<p>-During drop off and pick up times this increases the number of people at the setting therefore increasing the risk of passing on infection.</p>	<p>We will consider the following: -stagger drop off and pick up times for families with a waiting area outside to limit the number of people entering the setting. Parents drop children to front reception and hand over to member of staff. -Only one parents at a time to drop off or pick up. -Encourage parents not to gather outside.</p>	<p>-Discuss pacific pick up and drop off times with families. Make sure they know where to wait. -Ask parents not to come into the setting and to make an appointment if they need to talk face to face or if possible talk over the phone. -use digital methods to communicate such as e-mail to handover information with parents. -Phone, text or e-mail parents any new information or where necessary put letters into the child's bag. -Talk to parents about ways to settle children in who may be anxious after a long absence. -Regularly review and update policies keeping staff and parents informed.</p>	<p>-Continuously check in with parents and ensure the systems in place are working for both them and the setting.</p>
<p>Minimise Contact and Mixing at Meal and Play Times 09/06/20 17/06/20</p>	<p>-Children playing together may tempt them to come into close contact. -During meal and snack times children may want to sit</p>	<p>-As much as possible we will alter the setting to minimise contact and adhere to the social distancing rules. We will make the most of outdoor space. However our</p>	<p>-We will continuously talk to children and remind them of limiting contact and interactions. -We will promote socially distanced games and</p>	<p>-Continuously review guidance and adapt as required. -Daily</p>

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<p>20/08/20 03/09/20 18/01/21 23/03/21 09/06/21 26/10/21</p>	<p>together.</p>	<p>guidance also states that young children cannot be expected to maintain social distancing and therefore will be kept in small group to limit interactions.</p> <p>-We will space children out during mealtimes and keep them in their own smaller groups.</p> <p>-We will make sure groups have different break times to avoid mixing.</p>	<p>activities so that children can still interact.</p> <p>-We could have meals outdoors at times in a socially distanced circle which may feel like a picnic and fun for children.</p>	
<p>7. Personal Protective Equipment For Intimate Care and First Aid 09/06/20 17/06/20 20/08/20 03/09/20 18/01/21 23/03/21 09/06/21 26/10/21</p>	<p>-Personal Protective Equipment may need to be used if a child becomes unwell and staff cannot stay 2 meters apart.</p>	<p>-The majority of staff in the setting will not require any PPE beyond what they would normally need for their work.</p> <p>-PPE is only needed in a small number of cases such as: If a child's routine already involves the use of PPE due to their intimate care needs then they shall continue to receive their care in the same way. PPE should be worn if a distance of 2 meters cannot be maintained from any child who is displaying coronavirus symptoms.</p> <p>-A member of who is qualified in First Aid will be on site at all times and if needed will wear appropriate PPE to provide First Aid care to another member of staff or child if and when this is needed.</p>	<p>-Make sure a supply of PPE is available for when it might be needed.</p> <p>-PPE to be used as usual when helping a child to change if they have soiled their clothes, had a toileting accident, first aid accident and also when carrying out any other intimate care needs. With this in mind we will also continue to encourage children to be independent where possible and where this does not cause any further stress or upset to the child.</p>	<p>-Daily</p>
<p>8. Shortage of staffing 09/06/20 17/06/20 20/08/20 03/09/20 18/01/21 23/03/21 09/06/21</p>	<p>-It may be that at some point there could be a shortage of staff due to staff becoming unwell or needing to isolate.</p>	<p>-We have discussed this as a team and all staff has been agreeable that they will work more hours if required. If it is not possible to provide a sufficient team off staff or any reason that may cause further risk we will close the setting.</p>	<p>-Rework rota's while trying as much as reasonable possible to maintain same staff caring for the same groups of children.</p>	<p>Daily</p>

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04/08/21 26/10/21			<p>-If there is a safety risk or staff shortage causes any safety concerns we will close the setting temporarily if required to do so. If this is the case, we then have a responsibility to notify the early years team of our closure.</p>	
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Date Reviewed:	Reviewed By:
17 th June 2020	Sarina Markey
20 th August 2020	Sarina Markey
3 rd September 2020	Sarina Markey
18 th January 2021	Sarina Markey
23 rd March 2021	Sarina Markey
9 th June 2021	Sarina Markey
26 th October 2021	Sarina Markey