

<b>DEPARTMENT:</b>	Cynfran Pre-school	<b>SECTION:</b>	Settings	<b>TASK/OPERATION:</b>	Safety of staff /children anyone on childcare site during Covid 19
<b>DATE:</b>	25/04/2022 (Amendment Dates at end of document)	<b>ASSESSOR:</b>	A Knight Tracy Barrett Chalk	<b>DATE FOR RE-ASSESSMENT:</b>	Continuous review due to evolving situation

HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS / CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL	RESIDUAL RISK RATING
<b>Building</b>					
Policies and procedures not updated to reflect COVID 19	All on site	<p>Committee/ Managers with staff support to update relevant policies, risk assessments, statement of purpose and cleaning routines adhering to at all times Welsh Government and Public Health Wales guidelines.</p> <p>All staff and parents have received our updated policies in preparation for opening</p> <p>All our activities are risk assessed. Any activities used upon our return will be risk assessed for low risk of contamination. Risk assessments are available on site.</p>		<p>Keep up to date with any changes on a regular basis using Welsh Government update as soon as there are any changes</p> <p>Infection control audit used at all times</p>	4
Legionnaires disease in the hot or cold water systems	Children staff visitors	The water system in Cynfran Pre-school has been installed September 2021		Before re-opening the Management and Committee will flush toilets / run hot and cold water systems	4
Equipment and furniture is dirty due to	Children Staff	A professional cleaning team has cleaned the building thoroughly prior to opening		Staff Cleaning Rota in place , all staff follow the cleaning schedule provided , in line with PHW	4

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other users having prior use of the building	Visitors	the setting		<p>guidance</p> <p>SEE CYNFRAN PRE-SCHOOL'S CLEANING SCHEDULE AND ROTA .</p> <p>Colour code equipment used to reduce the risk of cross contamination</p> <p>RED Toilets</p> <p>BLUE Main Room</p> <p>GREEN Kitchen</p> <p>Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment</p>	
Cross contamination from other groups who have been using your building	Children Staff visitors	Only Cynfran Pre-school children use our setting		<p>There will be up to 5 members of staff present per session.</p> <p>Any soiled toys will be removed and sanitised</p> <p>Remove soft furnishings and any play equipment or toys that cannot be cleaned effectively</p> <ol style="list-style-type: none"> <li>1. Wipe down all hard surfaces including chairs, tables, door handles and taps</li> <li>2. Toilets to be cleaned frequently</li> <li>3. Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment</li> <li>4. Health and safety checks to be done as normal each session/ see daily check sheets</li> </ol>	4

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				<p>5. Activities to be risk assessed for Covid-19</p> <p>6. Staff to have access to PPE at all times (inc. Visors and masks) as per our PPE staff policy. Staff to wear masks when in direct contact with parents only</p> <p>7. Children's aprons will be washed on a 60° wash or higher to prevent contamination</p> <p>8. Sand Play – sand is available in a large sand tray in the outside area – this is discarded weekly</p> <p>9. Water play – water is fresh for daily use and discarded after each session</p> <p>Cleaning routine between users following our cleaning schedule in line with infection control guidance 2019</p>	
Check your central heating, hot water supply, smoke alarms, fire extinguishers. Are all your safety certificates up to date?	Staff Children visitors	Fire /smoke alarm installed September 2021  Hot water supply was connected September 2021		Fire and smoke alarms tested September 2021  Water supply tested by Ysgol Cynfran's Caretaker	4
Lack of fresh air circulating in the building increase in risk of virus particles spread	Staff children	Ensure every area is well ventilated		Entrance doors will be closed during sessions – Safeguarding  Double doors to outside area to remain open as much as possible  Windows in the main building will remain open. If building is cold parents will be notified to supply	4

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				warm clothing. Outside area to be used as much as possible	
Dirty and dusty Building creates risk of respiratory conditions	Staff children	<p>Our building is cleaned daily following our cleaning schedule (see attached schedule )</p> <p>We have had a new building purpose built for the Pre-school which has been professionally cleaned September 2021</p> <p>All toys and equipment has been cleaned. New flooring has been acquired along with new rugs. Please refer to our cleaning routine/schedule to see how the areas will be cleaned.</p>		<p>All areas have been decluttered</p> <p>Continued regular cleaning using our cleaning schedule</p> <p>Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment</p>	4
First Aid Provision on site	All on site	<p>First Aid Box – checked contents and dates – checked 6-01-2022</p> <p><b>Accidents/Incidents</b></p> <p>In the event of an accident or incident with a child at the setting an accident book will be brought to parents to sign. Masks are to be worn when talking to parents. After signing, the book will be taken back to the Pre-school where it can be stored confidentially. Pens will be wiped upon return.</p>		<p>All Staff have current first aid certificates.</p> <p>All staff to wear a mask when collecting/taking out children to parents</p>	4
Emergency evacuation	All on site	Fire drills/talks will take place when		Emergency evacuation procedures have been	4

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is necessary and everyone congregates together outside		<p>children return</p> <p><b>Fire Procedure</b></p> <p>Our fire procedure has been updated. We will continue to use our normal protocols for fire safety. We will escort children out to the assembly point following our Fire Procedure policy.</p> <p>Fire and smoke alarms in the setting were tested September 2021</p>		<p>updated for the new building</p> <p>Staff will receive refresher induction training.</p>	
<b>Setting</b>					
Over capacity increasing risk of cross contamination	All on site	Children have access to 3 toilets and 3 sinks in the toilet area.		<p>Toilets are checked and cleaned whenever necessary as per our cleaning schedule</p> <p>Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment</p>	4
Cross infection due to layout of setting	Staff Children	Setting has been cleaned and the layout has been arranged to give optimal space			4
<b>Staff</b>					
Staff not up to date with current policies, procedures and government guidelines		<p>Staff to complete induction training when returning to work</p> <p>Staff have been sent a return to work pack e.g.setting policies, risk minimize5ts, infection prevention control, cleaning routines and Welsh government guidance. Each member of staff will sign to say they have read and understand</p>		<p>Keep up to date with current information and any changes on a daily basis</p> <p>Staff have a messenger group chat. Also staff have a Teams secure chat.</p>	4

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		changes			
Staff members who fall into the "People with Chronic conditions"	Those identified within latest Government guidance	<p><b>Living with a shielding or clinically vulnerable person</b></p> <p>From 1 April, all clinically extremely vulnerable staff have been able to return to work. Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.</p> <p>From August 2021 staff who are double vaccinated will no longer have to shield.</p>		<p>A risk assessment has been sent to each staff member. The outcome to be discussed with committee as in staff return to work letter</p> <p><b>Shielding and Clinically Vulnerable Adults</b></p> <p>Shielding adults including staff from Cynfran Pre-school should also follow the shielding guidance. Clinically vulnerable adults are also advised to be very stringent in following social distancing and hand hygiene advice. They should have an individual workplace assessment.</p> <p>People who live with those who are <b>at increased risk</b> can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p>	4
Well being of staff	Staff	<p>Regular contact – staff have worked together setting up the new build</p> <p>Pre return discussion</p> <p>Regular contact with the committee</p>		<p>Regular chats, committee to also support staff with return to work.</p> <p>Full PPE available at all time. All staff have their own face shield, uniform, bags and hand gel.</p>	4
Staff Uniforms		Staff have 3 t-shirts, a hoodie and coat and uniform bags .		New uniform available to order if needed	4

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Staff hair/jewellery. Staff nails		Staff hair to be tied back. No jewellery to be worn at all, except wedding ring and stud earrings. No smart watches.  Staff nails to be kept short & no nail varnish to be worn.		Smart watches and other personal items can be kept in the staff members assigned cupboard in the staff room	4
Staff clothing		Included in training – Staff to wear clean clothing every day. Staff to have shoes and coat for use at the setting, to be left on the premises			4
Shared Staff items Contamination.  Think about setting mobile phones, walkie talkies, door monitor, laptops, pens etc		Phones / laptop and cameras will be cleaned regularly. Wash hands after use		Pens, door handles to be cleaned regularly	
Shared staff areas/rooms  Contamination/ spread of germs  Consider staggered lunch breaks, cleaning of communal areas, toilets, kitchen etc.		Lunch breaks to be staggered.  Cleaning of all areas will be ongoing throughout the day. Area to be cleaned as per our cleaning schedule.  Hand gel and antibacterial wipes will be available.		Advise staff to eat/sit in the staff room during dinner and rest breaks  Social distancing should be followed on the main school site.	4
A member of staff is ill and it is impossible to operate the small	Staff children	Staff ratios  1-4 - 2 plus		Where ratios can't be met, Pre-school will be closed and children sent home	4

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group system		1-8 - 3 plus			
<b>Staff and children</b>					
	Staff children	<p>Parents will be met at the gate. Staff will wear masks when approaching parents</p> <p><b>Respiratory Hygiene</b></p> <p>CATCH IT, BIN IT, KILL IT!!</p> <p>Staff and children will be encouraged to not touch their face</p> <p>Tissues will be available throughout the setting</p> <p>Tissues will be disposed of in our tissue bins</p> <p>Tissue bins will have yellow bin liners to indicate bodily fluids as per our infection control policy.</p> <p>Hands must be thoroughly washed afterwards.</p> <p>The Tissue bins will be emptied and sanitised regularly throughout each session</p> <p>All children, including those with additional learning needs will be supported to follow respiratory hygiene advice</p> <p>The group will be cleaned in line with our cleaning procedure.</p>		<p>Follow latest guidance at all times</p> <p>Setting staff to re-iterate message from time to time re hygiene practice. Staff issued with uniform bag ,shoes and coat to be left on site.</p> <p>Staff will be advised to shower when they get home.</p> <p>Staff have hand gel ,uniform bags and plentiful PPE</p> <p>All staff issued with infection control documents</p> <p><b>Hand Hygiene</b></p> <p>In concordance with our Hand Hygiene policy, our Health and Hygiene and Infection Control policies, hand hygiene will be strictly adhered to by all staff, children and, if necessary, any visitors to the premises.</p> <p>Hand washing is required often during the day and especially before start / end of breaks and schools / settings day, before handling food, after using the toilet, blowing noses, before and after eating . Using the antibacterial soap provided.</p> <p>Staff and children will be encouraged to not touch their face</p> <p>Hands free sanitiser is available at the entrance of the Pre-school for staff/visitors</p> <p>Antibacterial soap is available in the kitchen area</p>	4



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				<p>and at hand sinks for staff and in the bathroom area for children</p> <p>Antibacterial wipes and spray that conform to BS EN 1276:2009 are available to clean down areas during the day and to deep clean frequently touched areas after each session. All cleaning products are securely kept in a locked cupboard which is only accessible by staff members. Please refer to our cleaning routine/schedules</p> <p>Staff to follow hand washing procedures and demonstrate to children how to hand wash effectively</p> <p>All children, including those with additional learning needs will be supported to follow hand hygiene advice</p>	
Staff carry virus from one work place to a second work place e.g. two settings	Staff children	<p>Currently staff only work in Cynfran Pre-school / social distancing in school will be in place.</p> <p>Wash hands regularly, each staff issued with hand gel.</p>		Washable bags issued to each staff member to carry clothes. Shoes and coats to be left at setting	4
<b>PPE</b>					
Lack of PPE for staff where pupils on site require personal care	Staff children	<p>Staff have PPE available as per the PPE policy</p> <p>Fluid Resistant (Type11R) Mask and eye / face protection are available on site</p> <p><b>All staff know where PPE is stored.</b></p> <p>PPE stock checked regularly</p>		<p>All staff to read guidance about the use of PPE and taking off PPE and to sign to say they understand how to use it</p> <p>See staff policy pack</p> <p>In order to keep our staff safe we have introduced the following</p>	4

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		<p>Supplies in place before setting to open</p> <p>Links sent via email and messenger</p> <p>Staff meeting prior to opening.</p> <p>Staff meeting undertaken 7 January 2022</p>		<p>All staff must sign the <u>All Wales Covid-19 Workforce Risk Assessment Tool</u></p> <p>Personal Protective Equipment (PPE) is available for use. We have provided to each member of staff</p> <ul style="list-style-type: none"> <li>• Fluid-resistant Masks</li> <li>• Visor</li> <li>• Hand sanitiser</li> <li>• Blue aprons for personal care</li> <li>• Blue gloves for personal care</li> </ul> <p>Other PPE available are disposable white aprons, white head coverings and clear vinyl gloves.</p> <p>Spill kits are available for incidents involving bodily fluids</p> <p>Spill kits contain</p> <ul style="list-style-type: none"> <li>• Granules</li> <li>• Biohazard bag</li> <li>• Gloves</li> <li>• Spray</li> <li>• Wipes</li> <li>• Dry Wipes</li> <li>• Tissues</li> <li>• Apron</li> <li>• Scoop</li> </ul> <p>Staff are to follow our PPE policy and the <u>Infection Prevention and Control Guidance (2019) for</u></p>	

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				<p>Childcare Settings (0-5 years) in Wales (Nurseries, Childminding and Pre-schools) at all times.</p> <p>Staff are to continue to use PPE as usual for personal care, with the addition of masks and/or visors</p> <p>PPE is available for staff to wear throughout the session. In the event of a child displaying symptoms of Covid-19 the following PPE MUST be worn immediately.</p> <ul style="list-style-type: none"> <li>• Gloves (Blue)</li> <li>• Apron (Blue)</li> <li>• Face shield</li> <li>• Face mask</li> </ul>	
<b>Children</b>					
Children with symptoms of illness come to the setting	Staff children	<p>Parents and Carers understand that symptomatic children and adults cannot attend.</p> <p>SEE COVID POLICY Guidelines given to each parent/carer</p>		<p>Covid policy issued to parents in advance with following guidelines.</p> <p>Children aged 0 to 4 years old no longer need to take a PCR test, even if they have COVID-19 symptoms. This is unless a doctor advises there is a need for it. Also they can get tested if parents feel that a PCR test is necessary and in the best interests of the child.</p> <p>For those children under 5 who have COVID-19 symptoms but are not tested for the virus they do not need to complete any formal period of self-isolation.</p> <p>In the event of a staff member developing symptoms of Covid 19 they should take a LFD test</p>	4

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				and if positive isolate as per Government guidelines.	
Children bring possessions and comforters to the setting	Staff children	<b>Parents and Children understand that toys and comforters cannot be brought from home</b>  SEE COVID POLICY GIVEN TO Parents  ALN child with specific needs will need to discuss suitable arrangements		<b>Letter to parents explaining that no toys, blankets, dummies etc should be brought into the setting</b>  Where necessary i.e. toilet training to provide spare clothes  No food brought from home unless lunch needs to be provided.	4
Children's coats	Staff children	Spaced coat pegs to avoid cross contamination  Wash hands regularly		Encourage parents to wash coats regularly. Inform parents to have appropriate coat for the weather	4
Children arrive with contaminated hands	Staff Children	Strict procedure for handwashing on arrival.  Talk about hand hygiene during sessions		Encourage children to wash their hands before leaving home / school. Ask the child to wash hands upon entry  Hand gel available if parents consent to their children using it.  Staff are required to wear masks on arrival and collection of children. Staff will wear IIR masks to minimize contact with other people	4
Children in the setting all mix together and infection would spread far wider to everyone	Staff children	From August 2021 children are no longer required to socially distance from each other in settings.		Any soiled toys will be removed and sanitised at 3pm.  Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	4

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				<p>Follow effective hygiene measures when cleaning areas between days, wear full PPE (gloves, apron, visor/mask), sanitise with suitable cleaner after each use, follow cleaning procedure of group</p> <p>Children using communal pencils and craft equipment to wash hands after use. Craft equipment to be washed in sink, paint bottles, pens/pencils to be wiped after session.</p>	
<b>Suspected case of COVID in setting</b>					
Supected Case of Covid in the setting	All on site	<p>Guidance / of process to be followed is displayed on site.Each staff member will be issued with copies of process</p> <p>Follow procedure including additional cleaning / deep clean as per guidance in our infection control policy</p>		<p>Staff to follow procedure for dealing with possible case of Covid-19.</p> <p>PPE equipment is available in the setting</p> <p>As of 29 October 2021 Children aged 0 to 4 years old no longer need to take a PCR test, even if they have COVID-19 symptoms. This is unless a doctor advises there is a need for it. Also they can get tested if parents feel that a PCR test is necessary and in the best interests of the child.</p> <p>For those children under 5 who have COVID-19 symptoms but are not tested for the virus they do not need to complete any formal period of self-isolation.</p>	
A child is known to have been in another setting where a case	All on site	Parents / children under 5 no longer need to self isolate if they are close contacts of anyone with a confirmed case		<p>Follow guidelines issued</p> <p>If child presents with symptoms following close contact with a positive case we ask parents to</p>	4

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of Covid-19 has been confirmed		All staff and parents issued with covid policy prior to attendance.		keep child off until symptoms subside	
<b>Confirmed case of COVID in setting</b>					
Confirmed case of Covid 19 in the setting	All on site	<p>Parents, children and extended household members to follow guidance from Public Health Wales. Test and Trace measures will be in place.</p> <p><b>In the event of a staff member developing symptoms of Covid 19 they should take a LFD test and if positive isolate as per Government guidelines.</b></p> <p>Close contacts are no longer asked to self isolate. Follow procedure including additional cleaning / deep clean as per guidance in our infection control policy</p>		<p>Staff to follow procedure for dealing with confirmed case of Covid-19.</p> <p>PPE equipment is available in the setting</p> <p>As of 29 October 2021 Children aged 0 to 4 years old no longer need to take a PCR test, even if they have COVID-19 symptoms. This is unless a doctor advises there is a need for it. Also they can get tested if parents feel that a PCR test is necessary and in the best interests of the child.</p> <p>For those children under 5 who have COVID-19 symptoms but are not tested for the virus they do not need to complete any formal period of self-isolation.</p>	
<b>Communication</b>					
Information not being shared	Parents Staff Committee LA CIW	Committee and management will ensure that all staff are aware of current recommendations /requirements/ risk assessments / processes shared and accessible to all parents, committees and		<p>Any queries to be sent to: Setting Manager / Committee</p> <p>Keep information up to date</p>	4

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		Local Authority .			
<b>Arrival</b>					
Arrival School / Setting Parents and Children mixing in close proximity at entrance	Parents Staff children	Children will be collected from the main front gate of Ysgol Cynfran  All children to wash their hands thoroughly on entering the setting. Doors and windows (apart from fire, toilet and security doors) be kept open to minimize contamination.		Current Covid 19 guidance to be followed  Staff are required to wear masks on arrival and collection of children.	4
Too little space in the drop off/pick up area. Cluttered/untidy	Children staff			Collection/drop off area will be outside.	4
Parents wanting to talk about a child, creates hold up and queue	Parents Children staff	Parents will be able to discuss their child via telephone or message, which ever they feel comfortable with.  Parents can contact through Seesaw, Facebook Messenger, text, phone and email. Staff will reply during operational hours ONLY		Outside venue or private well ventilated space  Phone number that gets answered every time  Parents have access to Seesaw, private Fb page, email, messenger, whats app, text or telephone  General information will be via Seesaw, social media / website or text.	2
Two parents or more collecting their child	Parents Children Staff	One parent pick up - this will be communicated to parents/carers prior to starting at the setting - see Covid policy		Parents and staff are required to wear masks on arrival and collection of children.	4
<b>Payments</b>					

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Cross infection from money, bags, envelopes	Parents Children Staff	All payments from parent to Cynfran Pre-school are made via Parent pay		Cynfran Pre-school is a cashless setting	2
<b>During the session</b>					
Daily routines	Staff Children	Follow the groups cleaning schedule.		Daily routine will be updated and shared with parents. See group cleaning rota and cleaning schedule. Children using communal pencils and craft equipment to wash hands after use. Craft equipment to be washed in sink, paint bottles, pens/pencils to be wiped after session. Any soiled toys will be removed and sanitised at 3pm. Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	4
<b>Cleaning</b>					
Cleaning routines  <i>Virus contamination in setting</i>	All on site	See groups cleaning routines focus on regular cleaning of frequently touched surfaces, doors and communal areas.		See group cleaning rota and cleaning schedule. Children using communal pencils and craft equipment to wash hands after use. Craft equipment to be washed in sink, paint bottles, pens/pencils to be wiped after session. Any soiled toys will be removed and sanitised at 3pm.	4



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				Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	
<b>Resources</b>					
Virus Particles live on soft furnishings and materials	Staff Children	All soft furnishings to be washed frequently in 60° water.  Aprons will be washed in 60° water.			4
Virus particles live in play dough / clay /books	Staff Children	Dough – is made daily and disposed of after use			4
Virus contamination of hard toys like Duplo, trucks, Building blocks, kitchen equipment etc	Staff Children	All areas will be cleaned as per our cleaning schedule each afternoon		Follow cleaning routine as per contaminated with bodily fluids . Any soiled toys will be removed and sanitised at 3pm.  Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	4
<b>Outdoors</b>					
Utilise outdoor space as much as possible		Increase use of the outdoor area with a variety of resources		Hand pump jet wash to be used to clean outdoor equipment	4
<b>Nappies/ toileting</b>					
Changing nappies /toilet use	Staff Children	Follow existing nappy changing procedures		Continue use of full PPE when changing children  If a child shows symptoms of COVID a full set of	4

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Risk of transmission of Covid whilst changing nappies or helping a child with toileting  Undressing / redressing child		Parents must provide nappies and wipes that can be left in group and labelled to prevent cross contamination  Staff member to put PPE on  Sanitise station before and after each change, as per groups cleaning schedule  Staff member to wear full PPE, the groups nappy changing procedure should be followed.		PPE should be used  Clean and dry changing mats immediately  Dispose of waste in accordance with the Nappy Changing Policy follow the groups cleaning procedure and effective hygiene measures, wear full PPE (gloves, apron, visor/mask). Soiled clothes to be double bagged immediately.	
<b>Hand washing</b>	Staff Children	Frequent handwashing throughout the day using warm water and following guidance on posters and hand washing policy on arrival, before and after snack, toileting, after blowing nose or coughing, after playing outdoors and before departure.  Hand sanitiser - parents must sign a consent form if they wish their child to use groups hand sanitiser.		Handwashing and PPE policy in place	4
<b>Snack/lunch time</b>					
Virus particles spreads on plates, food, cutlery, cups	Staff Children	One member of staff to prepare snack. White apron to be worn and gloves. Hands to be washed in assigned hand sink to prepare all food  All resources to be washed in hot water		Plastic cups and plates to be used – will be washed with a suitable detergent and hot water	4
Children are very	Staff	Adapt eating area spacing of chairs so		Designate eating areas for closer access following	4

HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS / CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL	RESIDUAL RISK RATING
close together when eating	Children	children do not sit too closely together		hand hygiene routines	
Virus is spread through snacks or meals	Staff Children	Wash hands before and after preparing food, staff to wear aprons and gloves		One member of staff to prepare food	4
<b>Transporting children</b>					
No social distancing transporting children from one place to the another	Staff Children	Walk children to parents  Walk children to Nursery class .  Social distancing with school staff			4
<b>Visitors</b>					
Visitors to setting cross contaminating	Visitors Staff Children	Visitors must visit via school main reception , school to phone Pre-school , staff will discuss procedure to visitor upon meeting.  Hand sanitiser at entrance available to all visitors.  Post left at reception		All visitors will be encouraged to follow procedures. Only essential visitors ( <b>to include visitors who are essential to children's welfare</b> ) will be allowed in the setting during session times. All visitors must observe social distancing and wear a mask throughout their stay at the setting.  Maintenance where possible should be carried out after closing time and area cleaned following the groups cleaning procedure .	2
Essential visitor enter premises without taking hand hygiene precautions	Visitors Staff Children	All essential visitors will be asked to wash hands. Masks should be worn by any essential visitor to the setting.		Hand sanitisers available near entrance	4
Unexpected Visitor arrives. Will not know	Visitors Staff	There will be no access to the setting by visitors or parents. Visitors essential to		Documents available on website, Facebook.	4

HAZARDS IDENTIFIED	WHO MAY BE HARMED & HOW	ACTIONS / CONTROL MEASURES / OPERATING SYSTEMS ALREADY IN PLACE	RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL	RESIDUAL RISK RATING
procedures of setting	Children	<p>children's welfare (<b>Flying Start, Referral, Social Workers, Portage, Speech and Language, Educational Psychologists etc</b>) must follow our safe distancing rules.</p> <p>In the event of an emergency safe distancing and strict hygiene measures will be in place.</p> <p>Any essential maintenance of the premises will be conducted outside of working hours only. Appropriate cleaning will take place in the setting in accordance with our usual cleaning protocols.</p>		<p>Phone number left with school reception for unexpected visitors</p> <p>All essential visitors to wear a mask upon entering the setting.</p>	
Hire of settings / site – cross contamination	Visitors Staff Children	NOT A SHARED SITE			4
Setting trips visits to the community, park, beach, woodland- cross contamination	Children Staff	Risk assess prior to visit			4

Please note this is a generic risk assessment that can be adopted and adapted for your schools / settings and that it should be continually reviewed due to the evolving situation of the Covid 19 emergency.

## Remedial Action Plan

Agreed Action	Target Date	Officer Responsible / Accountable	Date Completed
<b>To be reviewed regularly due to Government guidance – reviewed October 2020</b>	<b>October 2020</b>	<b>A Knight / T Barrett-Chalk</b>	<b>17 August 2020</b>
Amended to include visitors essential to children’s welfare		A Knight/ T Barrett-Chalk	25 September 2020
Amended to reflect current guidance regarding cleaning of equipment		A Knight/ T Barrett-Chalk	2 October 2020
Amended to reflect current guidance regarding cleaning of equipment		A Knight/ T Barrett-Chalk	28 October 2020
Amended to include parents and staff to wear masks upon arrival/collection. All essential visitors to wear masks on entering the setting	December 2020	A Knight/T Barrett-Chalk	05 December 2020
Amended to include all staff to wear a mask in setting when unable to adhere to a 2 metre distance from other staff and children	December 2020	A Knight/T Barrett-Chalk	05 December 2020
Amended to include plastic cups and plates to be used – will be washed with a suitable detergent and hot water	December 2020	A Knight/T Barrett-Chalk	05 December 2020
Pg 2 – Cross contamination section – amended bubble groups, sanitization of toys	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 3 – amended to include all staff to wear a mask in setting when unable to adhere to a 2 metre distance from other staff and children / children’s aprons washing at 60deg	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 4 – amendment to fire equipment servicing – new check date updated. Amended main doors closed and internal doors open for ventilation	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 6 – amendment to bubble groups, changes to morning and afternoon sessions. Cleaning of each group amended	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 6 – amendment to staff – secure team chat to be used as well as messenger	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 11 – amendment to staff meetings – regular meetings ongoing	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 13 – results of tests to be deleted from email and hard copy stored securely	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 14 – amendment to bubble groups, changes to morning and afternoon sessions. Cleaning of each group amended	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 16 – staggered times amendment	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 17 – Seesaw included on ways to contact parents	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 18 – Amended Daily routine bubble groups	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Pg 21 – Children to stay in bubble groups	February 2021	A Knight/T Barrett-Chalk	12 February 2021
Removal of bubble groups throughout document	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 01 – Water system newly installed / professional cleaning of the setting undertaken			
Pg 02 – Fluid Science Ltd Fogging Machine to be used bi-weekly to help with cleaning of toys and equipment. / Up to 5 members of staff present during sessions / Toilets to be cleaned frequently	September 2021	A Knight/T Barrett-Chalk	September 2021

Pg 03 – Staff to wear masks when unable to adhere to the 2 metre rule / Fire /smoke alarm installed September 2021 / Hot water supply was connected September 2021 / Fire and smoke alarms tested September 2021 / Ensure every area is well ventilated / Entrance doors will be closed during sessions – Safeguarding / Double doors to outside area to remain open as much as possible	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 04 – Building cleaned daily / New purpose built building professionally cleaned Sept 2021 / Toys & equipment cleaned / New flooring and new rugs / Decluttered / Fogger to be used bi-weekly / First Aid boxchecked August 2021 / Accident book to be signed if injured/incident occurs / Masks to be worn when in contact with parents / Staff to wear a mask when unable to keep a 2 metre distance / Fire Procedure – emergency evacuation updated for new building / Fire drills & talks when children return	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 05 – Fire procedure updated for new build / masks to be worn during drills / fire alarms and smoke detectors installed in September 2021 / Refresher induction training / access to 4 toilets and 4 sinks / toilets checked and cleaned whenever necessary / fogger to be used bi-weekly/setting cleaned and arrange for optimal space / virtual tour of the setting / induction training for staff on return	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 06 – April 2021 – vulnerable staff are able return to work / August 2021 staff who are double vaccinated will no longer need to shield / People at increased risk can return but must maintain good prevention practice / Regular contact with staff / Staff have set up new build / Pre return discussions	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 07 – Amendment to uniform / smart watches and personal items to be kept in staff room / phones laptops to be cleaned regularly	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 08 – regular cleaning of areas / hand gel and antibac wipes in staff toilet area / staff to eat in staff room / social distancing in main school site / staff to wear masks when approaching parents	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 09 – deep cleaning of frequently touched areas	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 10 – staff meetings July 2021 / Staff discussion August 2021 after new guidance published	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 12 – Covid policy update given to parents / self isolation guidance / parents to inform setting of PCR result	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 13 – Hand hygiene discussion in sessions / encourage children to wash hands on leaving home / arrival at setting / August 2021 children no longer required to socially distance	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 14 – Self isolation guidance	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 15 – Self isolation guidance / staff to get PCR test on days 2/8 following contact with confirmed case / Parents asked to wear masks / Arrival entrance changed / Updated Covid policy to be sent out	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 16 – Out of hours messaging change / staff to wear Type IIR masks	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 17 – Fogging machine to be used bi-weekly	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 18 – Increase outdoor area use with variety of resources / Continue full PPE when nappy changing / Parents to provide nappies and wipes	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 19 – Hands to be washed in assigned hand sink / Adapt spacing of chairs so children aren;t sitting too closely together / Designate eating areas for closer access following hand hygiene routines / staff to wear masks when	September 2021	A Knight/T Barrett-Chalk	September 2021

unable to adhere to 2 metre rule / staff to discuss entry procedure to visitors			
Pg 12 – Staff/ Parents are to email results of test to setting. Emails will be deleted post reading – sentence removed	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 19 – Only essential visitors ( <b>to include visitors who are essential to children’s welfare</b> ) will be allowed in the setting – added <b>during session times.</b>	September 2021	A Knight/T Barrett-Chalk	September 2021
Pg 3 – 8. Each child will have a personal tray of sand that is kept solely for their use. This is discarded weekly 9. Water play – water is fresh for daily use and discarded after each session	October 2021	A Knight/T Barrett-Chalk	October 2021
Pg 4 - Pens will be wiped upon return.	October 2021	A Knight/T Barrett-Chalk	October 2021
Pg 7 – Pens, door handles to be cleaned regularly	October 2021	A Knight/T Barrett-Chalk	October 2021
Pg 14 – Children using communal pencils and craft equipment to wash hands after use. Craft equipment to be washed in sink, paint bottles, pens/pencils to be wiped after session.	October 2021	A Knight/T Barrett-Chalk	October 2021
Pg 17 – Children using communal pencils and craft equipment to wash hands after use. Craft equipment to be washed in sink, paint bottles, pens/pencils to be wiped after session.	October 2021	A Knight/T Barrett-Chalk	October 2021
Pg 18 – Portable sink for hand washing outside - removed	October 2021	A Knight/T Barrett-Chalk	October 2021
Pg 18 (minor edit) Dough – Personal tubs of dough made daily and disposed of after use	October 2021	A Knight/T Barrett-Chalk	October 2021
Pg 2 – Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 3 – Staff to wear masks when in direct contact with parents or visitors only			
Pg 3 – Sand Play – sand is available in a large sand tray in the outside area – this is discarded weekly	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 4 – Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 5 – Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 12 – As of 29 October 2021 Children aged 0 to 4 years old no longer need to take a PCR test, even if they have COVID-19 symptoms. This is unless a doctor advises there is a need for it. Also they can get tested if parents feel that a PCR test is necessary and in the best interests of the child.  If a child has a PCR test is and the test result is positive then the child will need to self-isolate for 10 days.  For those children under 5 who have COVID-19 symptoms but are not tested for the virus they do not need to complete any formal period of self-isolation.	November 2021	A Knight/T Barrett-Chalk	November 2021

Pg 13 – Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 15 – As of 29 October 2021 Children aged 0 to 4 years old no longer need to take a PCR test, even if they have COVID-19 symptoms. This is unless a doctor advises there is a need for it. Also they can get tested if parents feel that a PCR test is necessary and in the best interests of the child.  If a child has a PCR test is and the test result is positive then the child will need to self-isolate for 10 days.  For those children under 5 who have COVID-19 symptoms but are not tested for the virus they do not need to complete any formal period of self-isolation.	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 17 – Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 18 – Fluid Science Ltd Fogging Machine is to be used once per half term to help with deep clean of toys and equipment	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 20 – Staff to wear masks when in direct contact with parents or visitors only	November 2021	A Knight/T Barrett-Chalk	November 2021
Pg 03 - Staff to wear masks when in direct contact with parents only	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 04 - First Aid Box – checked contents and dates – checked 6-01-2022	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 04 - All staff to wear a mask when collecting/taking out children to parents	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 05 - Fire Procedure - Mask to be worn by staff when unable to adhere to a 2 metre distance during fire alarm checks or in the event of a fire. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 05 - Staff to wear masks in the event of a fire drill / upon discovering a fire (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 05 - Children have access to 3 toilets and 3 sinks in the toilet area. (amended from 4)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 05- All staff to wear a mask in setting when unable to adhere to a 2 metre distance from other staff and children. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 06- All staff to wear a mask in setting when unable to adhere to a 2 metre distance from other staff and children. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 07 -Use uniform bags to bring clean clothes (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 07 -To change out of personal clothing to uniform on site (remove)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 07 - Hand gel and antibacterial wipes will be available in the staff toilet area (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 07 - All staff to wear a mask in setting when unable to adhere to a 2 metre distance from other staff and children. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 08 - Staff issued with uniform bag , advised to change on site and before leaving for home, (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 08 - Changing area is on site before children arrive, (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022



Pg 09 - All staff to wear a mask in setting when unable to adhere to a 2 metre distance from other staff and children. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 10 - Staff meeting undertaken 7 January 2022	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 10 - All staff will be risk assessed in order to see if they or any family members present as clinically vulnerable <sup>1</sup> . Staff will sign a form stating that they are happy to return to work. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 11 - All staff to wear a mask in setting when unable to adhere to a 2 metre distance from other staff and children. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 11 - If a child has a PCR test is and the test result is positive then the child will need to self-isolate for 7 days.	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 12 - Staff are required to self isolate for 7 days in the event of a positive test.	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 13 - Where necessary i.e. toilet training to provide spare clothes in a separate washable (removed) bag	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 13 - All staff to wear a mask in setting when in direct contact with parents and visitors only (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 13 - If a child has a PCR test is and the test result is positive then the child will need to self-isolate for 7 days.	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 14 - If child presents with symptoms following close contact with a positive case we ask parents to keep child off until symptoms subside	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 14 - The person with a positive Covid 19 diagnosis MUST self isolate for no less than 7 days	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 14 - Staff must get a PCR test on days 2 and 8 following contact with a positive result. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 14 - If a child has a PCR test is and the test result is positive then the child will need to self-isolate for 7 days.	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 15 - Staff will wear IIR masks to minimize contact with other people (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 16 - General information will be via Seesaw, social media / website or text.	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 16 - Staff will wear IIR masks to minimize contact with other people (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 16 - Virtual tour of the setting prior to opening. (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 19 - Staff to wear masks when in direct contact with parents or visitors only (removed)	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 20 - Maintenance where possible should be carried out when no children are present (removed) should be carried out after closing time and area cleaned following the groups cleaning procedure .	January 2022	A Knight/T Barrett-Chalk	January 2022
Pg 11 - If a child has a PCR test is and the test result is positive then the child will need to self-isolate for 7 days. (removed)	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 11 - Staff are required to self isolate for 7 days in the event of a positive test. (Deleted)	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 12 - Where necessary i.e. toilet training to provide spare clothes	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 12 - Staff are required to wear masks on arrival and collection of children. Staff will wear IIR masks to minimize contact with other people	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 13 - If a child has a PCR test is and the test result is positive then the child will need to self-isolate for 7 days.	April 2022	A Knight/ T Barrett-Chalk	April 2022

<sup>1</sup> Clinically vulnerable – in receipt of an NHS letter stating their high risk status.

(removed)			
Pg 14 - The person with a positive Covid 19 diagnosis MUST self isolate for no less than 7 days (removed)	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 14 - In the event of a staff member developing symptoms of Covid 19 they should take a LFD test and if positive isolate as per Government guidelines.	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 14 - If a child has a PCR test is and the test result is positive then the child will need to self-isolate for 7 days.(removed)	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 15 - Parents are asked to wear masks when collecting or dropping off children. (Removed)	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 15 - Updated Covid policy to be sent to parents (removed)	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 15 - Current Covid 19 guidance to be followed	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 15 - Staff are required to wear masks on arrival and collection of children.	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 17 - Personal tubs of dough (removed)	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 17 - Dough – is made daily and disposed of after use	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 19 - All visitors to sign our Test, Trace, Protect consent form. (removed)	April 2022	A Knight/ T Barrett-Chalk	April 2022
Pg 20 - All visitors to sign our Test, Trace, Protect consent form. (removed)	April 2022	A Knight/ T Barrett-Chalk	April 2022

RISK ANALYSIS		MINOR (2)	MAJOR (3)	FATALITY (4)
CERTAIN	4	8	12	16
PROBABLE	3	6	9	12
POSSIBLE	2	4	6	8
UNLIKELY	1	2	3	4

<b>RISK RATING 10 - 16</b> <b>HIGH RISK - TO BE REDUCED IMMEDIATELY</b>
<b>RISK RATING 6-9</b> <b>MEDIUM RISK - TO BE REDUCED WITHIN 3 MONTHS</b>
<b>RISK RATING 2-5</b> <b>LOW RISK - TO BE REVIEWED WITHIN 12 MONTHS</b>