Mad Hatters Wrap-around-care

RISK ASSESSMENT/PROCEDURERS

We will monitor and review our policies and procedures, adjusting them as necessary, in-line with the Government guide-lines changes.

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| Risk assessment conducted by Sue Fisher William Shotton | Date of risk assessment: 10/07/20 Reviewed 1/1/21 17/01/21  27/01/21 |

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| **Hazard** | **Risk** | **Priority. High/low** | **Procedures. What needs to be in place** | **Action** | **Persons responsible** | **Follow up action** |
| Premises | Fire safety procedures  Adequate  First Aid  Kits and resources. | **H/L**  **L** | Adapted emergency evacuation procedures, to allow for Bubbles/groups to assemble in different areas safely, keeping at least 2metres distance.  Entrances and exits are clear and accessible.  First aid – are there adequate first aid kits and supplies to meet the changed layout of the setting?  Review of First aid policy to include consideration of the risk of Covid-19.  Changes to the way the building is used safely for children and staff | To remind Staff and children to maintain the safe distances apart. To have regular fire practises.  We have made sure that all entrances and exits are clear and accessible.  Additional first aid kits have been purchased and distributed throughout the club. We will have at least one first aider present at each session. Each member of staff has their own first aid kit in a bum bag, that they are responsible to maintain.  **On moving to the new setting, which is one large square area, we have erected Plastic barriers to divide the areas safely to form the 3 Bubbles. With a one-way system around the setting, using Arrows to show direction.** | All staff  All staff  Manager | Monitor and review procedure, adjusting as necessary,  Monitor resources so that adequate amounts are available |
| **Hazard** | **Risk** | **Priority. High/low** | **Procedures. What needs to be in place** | **Action** | **Persons responsible** | **Follow up action** |
| **Hygiene of premises** | Spread of COVID 19 & other diseases | High | Revise daily environmental checks to include the new checks and practices implemented In addition we have enhanced cleaning schedules that include furniture, surfaces , toys, and equipment.  Communal area, touch points, such as door handles and washing facilities must be cleaned regularly.  Posters to promote procedure for sneezing such as: “catch it, bin it, kill it”.  Bins located strategically around the club.  All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of, in bin with lid. | Daily cleaning schedule to be implemented, alongside the daily environmental checks.  Toys to be sorted into small sets, so different ‘bubbles’ can safely use their own set. Which will then be put aside for cleaning after each session. Each ‘bubble has access to as many items as possible. | All staff to complete schedules.  Sue responsible to create forms. | Monitor resources so that adequate amounts are available. |
| **Hand washing**  **Toileting** | Spread of COVID 19 & other diseases | High | All staff and children must wash their hands upon arrival to the club.  Staff and children will be encouraged to wash their hands frequently, drying hands with paper towels.  Two new pedal bins to be placed in each toilet in the area of handwashing, for paper towels.  Handwashing/sanitiser stations will be set up in areas, including the playground, entrance to the club and in both rooms.  To help children to remember and understand, resources have been bought, e.g. story books, posters, games such as ‘glitter germs’ activities. | Adequate supply of towels, soap, hand sanitiser.  Automatic hands-free soap dispensers.  2 new pedal bins.  Story books & posters | All staff, to monitor and record availability of all materials. | Monitor resources so that adequate amounts are available. |
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| **PPE** | Spread of infection | High | Government guidance is that PPE is not required for general use in early years/childcare settings. PPE will be worn when administering first aid or helping with personal hygiene if necessary. When staff wear PPE they will adhere to the guidance on safe use and removal of masks.  W.H.O adapted guidance on when and how to use masks & face shields.  The Staff will ensure adequate supply of essential supplies. | The usage of PPE will be monitored to ensure that there is adequate supply, for all who need it, as and when required, to meet the operational needs of the setting. | Sue to arrange appropriate training for staff as they return to work.  All Staff will ensure an adequate supply of essential supplies. | Monitor resources so that adequate amounts are available. |
| Use of face coverings | Spread of infection |  | To be in line with latest Government guidelines since Lockdown, staff will wear face coverings when working in the setting.  Visors are worn in addition to face coverings, not instead of them and that staff understand that they do not provide protection alone. | Staff are aware on how to safely wear and remove face coverings. | All staff | Monitor resources so that adequate amounts are available. |
| **Attendance**  **Parents** | Spread of COVID19 | High | One parent per family to drop of their child. Consideration should be considered if not doing so will cause a child distress.  Children to be dropped off at the setting entrances to avoid parents entering unnecessarily.  We will practise a contactless signing in/out procedure. Staff will sign in for the parent and initial entry.  When parents are waiting to drop off or collect their child, social distancing should be kept.  Procedures will be emailed to parent/carers.  Parents/carers wear face coverings at drop off and pick-up times as this is also the school policy. | A table will be placed outside by the door or gate (depending on weather) with hand sanitiser and register, to minimise contact between parent and other children and staff. Staff will bring out child for the parent.  New collection due to new setting.  Parents to ring the club mobile, staff member will bring out the child. | Designated member of Staff | Monitor and review procedure, adjusting if necessary, or GOV guide- lines change |
| **Attendance**  **Staff** | Spread of COVID19 |  | Staff will not car share to attend the setting.  (this is not allowed during National Lockdown)  If staff must use public transport, current guidance on the use of public transport must be followed. Staff will travel in their own clothes and change into fresh clothes once at the setting.  A toilet will be designated for staff to use for changing.  All staff will be given appropriate instruction and training in infection control, use of PPE, the standard procedure and risk assessments within which they will be operating.  Staff will be reminded to maintain social distancing with other staff members both throughout the working day and outside of work | Manager to remind staff.  Manager, deputy manager | Sign for designated toilet.  Manager has completed relevant training in;  ‘Infection control’ and  ‘COVID-19 Awareness’  All staff have completed training. |  |
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| **Attendance**  **Visitors** | Spread of COVID19 |  | Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will not be permitted to the setting unless essential (e.g. essential building checks, maintenance).  Where essential visits are required these will made possible outside of usual operational hours where possible. | Where essential visits are required these will made possible outside of usual operational hours where possible. | Sue to liaise with school. |  |
| **Social Distancing/Group** | Spread of COVID19 | Staff | Wherever there are sufficient numbers of children to split into small groups, staff will remain with the group they are allocated to and not mix with the other groups.  Social distancing will be maintained between groups during the sessions (if necessary).  Any staff training will be done online through Zoom. | Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible.  To be aware of any GOV / EYFS/LA updates. | All staff. | Monitor and review procedure, adjusting if necessary, or GOV guide- lines change |
| **Social Distancing/group** | Spread of COVID19 | Children | During National Lockdown out of school settings should only offer face to face provision for children of critical workers where it is reasonably necessary to support their parents or carers to work, seek work, attend a medical appointment, or undertake training or vulnerable children and young people.  Wherever there are sufficient numbers of children to split into small groups, within the setting. Wherever possible these groups will not mix during the session.  Bubbles will always be kept socially distanced from each other, unless there is an emergency, in which case the safety of children and staff will take priority over maintaining social distancing. Each Bubble will have their own allocated area inside and an allocated area outside for them to play in. Each Bubble will also have their own selection of play resources/equipment which will be cleaned regularly. If equipment or resources are to be moved between groups, we will make sure they are either cleaned or ‘quarantined’ for 72 hours between uses.  Routines such as snack times will be staggered to maintain social distancing (if necessary).  Children will be seated and served; they will not serve themselves. They will have choices of food.  Outdoor space will be allocated to each group/ Bubble.  Daily details of each Bubble are kept and emailed to the Infant and Junior schools. | We are liaising with the Head teachers of the local schools, who have emailed their Key workers, that our setting is open to their children.  We email daily registrations to both schools of children attending setting.  Furniture will need to rearrange to accommodate the space for social distancing between the ‘Bubbles’ safely.  **On moving to the new setting, which is one large square, we have erected Plastic barriers to divide the areas safely to form the 3 Bubbles. With a one-way system around the setting, using Arrow to show direction.** | All staff.  Latest GOV updates will be taken into account. |  |
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| **Resources** |  | Children & staff. | Resources that cannot be appropriately cleaned such as soft toys, mechanical toys etc, and soft furnishings to be removed.  Children will not be permitted to bring items from home into the setting unless essential to their wellbeing. Where this is the case items will be appropriately cleaned on arrival.  All resources required for play will be regularly washed. Activities which may spread infection such as playdough, soft toys and furnishings will not be used for the duration of the pandemic.  Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff where possible and cleaned regularly. | Resources have been removed.  Water bottles and lunch boxes will be wiped when brought into the setting.  Risk and Benefit assessments will be on-going throughout sessions with any new activity or equipment introduced.  Each member of staff will have a bum-bag, containing their allocated club mobile to communicate with staff during the session, a first aid kit, cards, pen which they will solely use. | Staff  Parents & Staff.  All staff.  All staff. |  |
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| **Wellbeing** |  | Children.  Adults | Children will be supported on the changes and challenges they have faced or facing during COVID-19, in an age-appropriate manner.  Staff will be mindful of children’s emotions and behaviour. As part of our provision, we will endeavour to support and give children the opportunities to talk about their experiences, and for conversation with trusted adults.  Staff training and posters | Stories, quizzes, posters.  Staff have all received appropriate training, certificates displayed. | All staff. |  |
| **Staff/children**  **within the clinically extremely vulnerable group & staff members who are pregnant** |  |  | Staff/children that meet the criteria as moderate risk of infection or clinically vulnerable e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/setting. · ·  Risks to new and expectant mothers in the workplace will be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. | Risk assessment for any Child or staff member that falls into these categories to be done before coming back into the setting.  Whilst the region is in Lockdown clinically extremely vulnerable staff and children should not attend the setting.  Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees |  |  |
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| Transmission of Covid-19 within the setting |  |  | Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond:   * A high temperature – this means the child feels hot to touch on their chest or back. * A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) * Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal ·   Adults who are displaying symptoms or have experienced symptoms in the last 10 days are not permitted to enter the building and will be advised to self-isolate at home for 10 days from the day after their symptoms started. A poster will be displayed at all entrances advising adults of this. ·  If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to self-isolate for 10 full days from the day after their symptoms started. Their fellow household members will be advised to self-isolate for 10 days. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>  The isolation period includes the day the symptoms started and the next 10 full days.  The national guidance does not deem isolation of a bubble/group necessary on the basis of symptoms only. However, this should be considered on a case by case basis.  The manager will support the family/staff member and ensure the outcome of the test in passed to the setting without delay.  The manager will ensure relevant processes are followed when a child/staff member displays symptoms:   * Inform the LA using the inbox earlyyears.service@cambridgeshire.gov.uk so appropriate operational support can be offered. The email will include: · * Name of setting · * Number of children/members of staff with symptoms · * Confirmation that the child/member of staff has booked a test · * Clear guidance will be given to parents to communicate the setting and national protocols.   Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection.  A familiar adult, with appropriate PPE stays with the child. Whilst waiting for the child to be collected the child will be separated from the other children in a previously identified area.    Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. ·  Designated isolation area can be easily cleaned after use.  Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. | All staff are aware of the symptoms of Covid-19 and are alert to how to respond:  First Aider Attending every session.  Non-contact digital thermometer purchased.  The manager will ensure that the relevant processes are followed when a child/staff member displays symptoms  ·  A designated isolating room has been identified. Sick-bay room, and COVID-19 emergency kit, containing all PPE needed, is available in the designated area.  If possible, the area will be left for 72 hours after the child has been collected.  The area will be thoroughly cleaned, immediately, if the area cannot be left for 72 hours.  The person responsible for cleaning the area should wear appropriate PPE. These will be disposed of following government guidelines.  Fun foam soap dispenser allocated for children to use (this has been named Eeo).Child friendly books and posters have been purchased. | Manager | Monitor and review procedure, adjusting if necessary, or GOV guide- lines change |
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| **Accident reporting Covid-19 incidents** |  |  | If a member of staff has become ill with COVID-19 due to exposure in the setting, RIDDOR must be informed using the online form. If child or staff member has a confirmed case of Covid-19, the setting will contact CCC Early Years Service using **earlyyears.service@cambridgeshire.gov.uk**. giving them all details required.   * Setting name & address * Primary contact at setting * How many children in total attend the setting * How many are attending at the time of this discussion * Number of potentially at risk (total staff and children) e.g. how many within the child’s ‘bubble’ * Number of people who have been in ‘close contact’ with the suspected case . * Number of suspected cases * Number of confirmed cases   The LA will carry out a risk assessment based on the information and work with the setting to implement it.  If an outbreak or confirmed case occurs, the setting will be responsible for communicating with parents and staff, using template letters provided by the LA which have been personalised and saved it on the electronically on the system (All other letters will be provided by the PHE HPT at the time they are required). If the number of cases exceeds 2 within 14 days AND/OR we have taken the action outlined but are still seeing more cases, we may need to close because of the number of people affected.  If a child or staff member in the setting has been admitted to hospital or we are getting significant interest from local media, we will contact earlyyears.service@cambridgeshire.gov.uk for additional support.  We will monitor the absenteeism rate, and if concerned that an increase could be related to COVID-19, will notify the PHE HPT. · As part of the national test and trace programme, if other cases are detected within the setting, PHE local health protection teams will be contacted to conduct a rapid investigation and will advise us on the most appropriate action to take | If child or a member of staff has a confirmed case of COVID-19, the manager will contact the LA East of England Public Health Protection Team (PHE HPT) and follow their guidance. | Manager | Monitor and review procedure, adjusting if necessary, or GOV guide- lines change |
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| **Snack times** |  | Children | The children will be seated, with social distancing., within latest guidelines, we will stagger snack times.  Children will be served their snack, Consisting of a variety of foods, e.g. a carbohydrate, protein, fruit, yogurt. We will be using disposable plates, cups, and cutlery.  Break-fast will be served by staff, children will be seated and have a choice of cereals, toast, bagels, crumpets, and fruit juice. | Adequate PPE resources supplied.  We will be mindful of updating procedures, as GOV/LA guidelines change. | Manager  All staff. | Monitor GOV updates.  Monitor and review procedure, adjusting if necessary, or GOV guide- lines change |
| **Snack times** |  | Staff | Staff preparing and serving the children their snack/breakfast will follow our enhanced hygiene procedures. They will wear the PPE. | Adequate PPE resources supplied. | All staff |  |
| **New Setting** | Risk of spreading Virus | Children | Children having to adapt to a new environment, new systems in place i.e., different space, one-way systems, junior children in the same room. | Staff to be mindful of the support some children may need to feel comfortable and secure in the new setting /environment, and the difficulties that they may have adapting. | All staff |  |
| **Other**  **Other** |  |  |  |  |  |  |

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| Reviewed by: Sue Fisher, Sue Bard, Angela Armstrong, Chloe Summers, Eleanor Anderson. | 04/09/2020 |
| Reviewed by: Susan Fisher, William Shotton | 1/1/2021 |
| Reviewed by: Susan Fisher | 9/1/21 / 17/1/21 |
| Reviewed by :Susan Fisher | 27/1/21 |