



## RISK ASSESSMENT Covid-19 increase in childcare provider numbers from June 2020

RA100

IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of children and staff to your childcare setting. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your setting.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.

Childcare Provider: Cool Kids Club (Ladybirds Committee)	Establishment Risk Assessment	RA100
Address: c/o St Bartholomew's CoE Primary School, Leaveslake Drove, West Pinchbeck, PE11 3QG		
<b>Staff, Children &amp; Visitors</b>	Date assessment completed:  This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
Return to childcare risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): <a href="#">covid-19 guidance for schools and other-educational settings</a> <a href="#">covid-19 implementing protective measures in education and childcare settings</a> <a href="#">covid-19 early years and childcare closures</a>  This risk assessment is generic and each childcare provider is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside Devon guidance Early Years-reopening 1 <sup>st</sup> June. <a href="#">Guidance for Early Years Settings on Re-Opening 1 June 2020</a>	Manager	

Significant Hazard Section	Control measures in place  <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Movement of persons around the setting	
Entrance and exit to childcare setting causing people to congregate compromising social distancing.	<i>All staff to wear a mask at all times whilst inside during the session. One parent only to drop off and collect children. If several parents are waiting, they are to remain 2 metres apart at all times, in the staff car park area (not on the entrance ramp). Child to enter setting on their own – no access will be given to parents.</i>
Overcrowding in Playrooms & corridors	<i>Keep to small groups (a bubble), with no more than 15 children per small group and adhere to the EYFS ratios. Bubble = a group or a small cohort. Bubbles to remain as school, by class room. Activities / tables to be spaced as far apart as possible. Tables will be set out for bubbles, spaced as far apart within the hall as possible. Child entering hall will use the hand sanitiser station and go directly to their designated table, keeping their bags/coats with them. All staff will wear a mask at all times while inside.</i>
Increased numbers during breaks compromising social distancing.	<i>Staggered bubble group snack times and ensure appropriate supervision is in place. Snack to be served at bubble tables.</i>
Spread of virus due to increased numbers of people within the building.	<i>Inform parents that if their child needs to be accompanied to setting only one parent should attend and will not be admitted inside the building.</i>
Inadequate social distancing measures leading to spread of the virus.	<i>Always keep bubble groups together where possible – in same small groups. of maximum 15 children and not mixed on subsequent days. Each bubble should retain the same staff, No mixing of groups e.g. outdoor play.</i>
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<i>One-way system established by school to be maintained by Cool Kids Club. Storage boxes to be wiped down before and after use. Toilet/sink to be attended one at a time and route/area sanitised between each bubble. Bubble tables to be placed as far apart as possible within the hall and children to remain in own bubble area.</i>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<i>Review First Aid procedures. All staff PFA trained. Ensure PPE used. Communication of first aid arrangements cascaded to staff daily. If staff or students need support which requires a member of staff to be in close contact with them then PPE MUST be collected from Acorn and worn by the adult before coming into contact with the person who is unwell. · If a child or an adult has an accident that does not need a 999 call then PPE must be collected from Acorn before coming into contact with the person. Another adult can talk to them/comfort them from 2m distance while this is being collected. · If a child vomits or has a nose bleed then PPE must be collected before supporting the child to clean up. Any tissues/cloths must be double bagged before being disposed of.</i>

Fire Procedures	<p>Review the fire procedures taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. To be the same as school.</p> <p>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p>
Water hygiene – management of legionella (Where appropriate)	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing school premises during the coronavirus outbreak</a> (and NPS guidance: <a href="#">Water Hygiene Management during Covid-19 Lockdown</a> )</p>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated room for suspected cases.</p> <p>Daily morning and end of the day briefings. Managers must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions. Review <i>Setting Policies &amp; Procedures Including Safeguarding</i>. To include Covid-19.</p>
Staff rooms and offices to comply with social distancing and safe working practice	<p>One staff member at a time in staff room to prepare snack, wash up etc. Staff to bring in own drinks if required. Enhanced cleaning regimes as per below.</p>
Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).. Ventilation to chemical stores should remain operational</p>
Management of waste	<p>Ensure bins for tissues have lids and are emptied throughout the day.</p> <p>Follow guidance on disposal of waste (such as used fluid resistant masks) <a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></p>
Activities to take place outdoors in line with social distancing.	<p>Decide which activities can take place outdoors. Routes to outside determined by school are to be adhered to. Use separate playground areas for each bubble. Cprdone off grass areas if field is to be used to ensure bubbles remain separate.</p> <p>Fixed outdoor equipment is not used as this is difficult to ensure it has been thoroughly cleaned between each child using it.</p>
Cleaning and reducing contamination	

Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>• <i>CKC Staff provided with anti-bacterial wipes to wipe down surfaces.</i></li> <li>• <i>Use cloths and anti-bacterial spray to clean at regular intervals</i></li> <li>• <i>Cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.)</i></li> <li>• <i>Outer toilet doors and corridor/classroom doors to be wedged open where possible so that there are fewer handles to touch.</i></li> <li>• <i>Cleaning to take place between sessions – such as wiping of tables, chairs, door handles, resources if required</i></li> <li>• <i>Additional weekly deep clean from cleaning company (their extensive risk assessments follow government and Construction Leadership Council advice and have been shared with the school. The 2 cleaners are from the same household to reduce risks) – toilet areas, staffroom, Office and Acorn – organised by school.</i></li> <li>• <i>No toys are allowed into CKC from home</i></li> <li>• <i>Soft furnishings, cushions and toys to be put out of the way</i></li> <li>• <i>Resources that have been used are to be cleaned at the end of the school day</i></li> </ul> <p><i>Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting setting <a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></i></p>
Using play equipment – multiple-use	<i>Appropriately cleaned between bubbles of children and only one bubble of 15 maximum at a time</i>
Shared resources and equipment increasing spread	<i>Each bubble to have own resources/equipment tray which must not be shared. Trays, books and i-pads to be wiped down after use. Limit use of equipment staff use to sign children in and out – staff to have own pens. Register to be wiped down after use.</i>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<i>Additional weekly deep clean from cleaning company (their extensive risk assessments follow government and Construction Leadership Council advice and have been shared with the school. The 2 cleaners are from the same household to reduce risks) – toilet areas, staffroom, Office and Acorn – organised by school.</i>
Sufficient handwashing facilities for staff and children.	<i>Provide hand sanitiser station at entrance to hall. Toilet breaks to be one child at a time, one bubble at a time. Route to toilet and toilet area to be cleaned between each bubble. Plan in regular access to facilities throughout the day.</i>
Additional time for staff and children to carry out handwashing	<i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the session..</i>
Handwashing practice with children	<i>Guidance on hand cleaning to be adhered to, and use school's handwashing songs for children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: <a href="#">e-bug Information about the Coronavirus</a></i>
Sufficient supplies of soap and cleaning products	<i>Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i>

Toilets being overcrowded	<i>Limit the number of children who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Toilets should be cleaned after each use.</i>
Staff related issues	
Inadequate training for Managers on completion of RA for covid-19, leading to anxiety and lack of the reassurance needed for staff	<i>Guidance, risk assessment and checklist provided to Childcare Providers support will be via you Early Years &amp; Childcare Adviser.</i>
Insufficient staff capacity to deal with increased numbers of children.	<i>If there are any shortages of staff, use the DfE list to prioritise who is offered a place based on staff availability.</i>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<i>Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice</i>
Staff understanding of new changes – safe practice at the setting.	<i>Talk to &amp; involve staff with the planning (for example, safety measures, timetable changes and staggered arrival and departure times).</i>
Accessing testing arrangements are clear for all staff	<i>Access to testing is already available to all essential workers <a href="#">Apply coronavirus test</a></i>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<i>If a child, becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult at all times. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available and a supply is maintained. <a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></i>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors.	<i>A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, <a href="#">Risk Assessment for Employees returning to childcare - Covid -19</a>  <a href="#">Guidance on shielding and protecting extremely vulnerable persons from covid 19</a> and clinically vulnerable people <a href="#">Staying alert and safe social distancing clinically vulnerable people</a> should also be followed when considering staffing arrangements.</i>
Staff use of PPE	<i>Children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance <a href="#">covid-19 early years and childcare closures</a></i>
Use of PPE Lack of understanding	<i>Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE <a href="#">Covid 19 personal protective-equipment use for non aerosol generating procedures</a> and above guidance on use in education settings.</i>

<p>Dealing with suspected and confirmed cases / cases</p>	<p><i>Students to be moved to Acorn 'isolation area', until a parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others.</i></p> <ul style="list-style-type: none"> <li><i>· If a child or adult at school is confirmed to have the virus then the whole group must stay at home and self-isolate for 14 days. Parents will be told there is a confirmed case. · Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. Contact DfE Helpline 0800 046 8687 and select the option for reporting a positive case. Lines are open Monday to Friday 8 am to 6 pm and 10 am to 4 pm on Saturday and Sunday. A team of advisors will inform what action is needed based on latest Public Health advice and work through a risk assessment to identify close contacts. Advisors will be responsible for escalating these cases as necessary.</i></li> <li><i>· If there is a confirmed or suspected case, HSE guidance states you must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when: - an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence: <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a> - a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease - a worker dies as a result of occupational exposure to coronavirus</i></li> </ul> <p><i>Schools need to complete a PO3 (as they would normally for day to day incidents) and send it through to LCC to be evaluated as to whether it needs RIDDOR reporting. The PO3 hard copy form has now been updated to include a COVID 19 option to select (confirmed COVID19 or Suspected COVID 19) <a href="http://www.lincolnshire.gov.uk/professionals/downloads/file/1516/hsa17-riddor-reporting-of-covid-19">http://www.lincolnshire.gov.uk/professionals/downloads/file/1516/hsa17-riddor-reporting-of-covid-19</a></i></p> <p><i>Further information and contacts: PHE Guidance: <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a> PHE guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></i></p> <ul style="list-style-type: none"> <li><i>· Track and trace system followed once this is in place – any contacts deemed at risk of infection i.e. those who have been in contact with someone who has been infected by Covid-19 MUST isolate for 14 days. They MUST stay at home even if they have no symptoms and even if they have already had the virus. The rest of the household does not have to isolate.</i></li> </ul>
<p>Child related issues</p>	
<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<p><i>Parents should follow medical advice if their child is in this category: <a href="#">Guidance on shielding and protecting extremely vulnerable persons from covid 19</a> <a href="#">guidance on protecting people most-likely to get-unwell from coronavirus,shielding young peoples</a> or if someone within their household is in this category <a href="#">Guidance on shielding and protecting extremely-vulnerable persons from covid 19</a></i></p>

Children with EHCP	<i>Complete risk assessment before attendance in conjunction with school.</i>
Children unable to follow guidance	<i>Ensure that the same staff are assigned to bubble group. some children will need additional support to follow these measures. Child friendly reminders posted round school and will be reiterated by staff throughout the session. Children to remain seated at their designated tables while in the hall and to remain in their designated areas when outside. Staff to monitor and advise at all times.</i>
Member of a bubble group becoming unwell with COVID-19	<p><i>Students to be moved to Acorn 'isolation area', until a parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others.</i></p> <p><i>· If a child or adult at school is confirmed to have the virus then the whole group must stay at home and self-isolate for 14 days. Parents will be told there is a confirmed case. · Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. Contact DfE Helpline 0800 046 8687 and select the option for reporting a positive case. Lines are open Monday to Friday 8 am to 6 pm and 10 am to 4 pm on Saturday and Sunday. A team of advisors will inform what action is needed based on latest Public Health advice and work through a risk assessment to identify close contacts. Advisors will be responsible for escalating these cases as necessary.</i></p> <p><i>- If there is a confirmed or suspected case, HSE guidance states you must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when: - an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence: <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a> - a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease - a worker dies as a result of occupational exposure to coronavirus</i></p> <p><i>Schools need to complete a PO3 (as they would normally for day to day incidents) and send it through to LCC to be evaluated as to whether it needs RIDDOR reporting. The PO3 hard copy form has now been updated to include a COVID 19 option to select (confirmed COVID19 or Suspected COVID 19) <a href="http://www.lincolnshire.gov.uk/professionals/downloads/file/1516/hsa17-riddor-reporting-of-covid-19">http://www.lincolnshire.gov.uk/professionals/downloads/file/1516/hsa17-riddor-reporting-of-covid-19</a></i></p> <p><i>Further information and contacts: PHE Guidance: <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a> PHE guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></i></p> <p><i>· Track and trace system followed once this is in place – any contacts deemed at risk of infection i.e. those who have been in contact with someone who has been infected by Covid-19 MUST isolate for 14 days. They MUST stay at home even if they have no symptoms and even if they have already had the virus. The rest of the household does not have to isolate.</i></p>

Transport	
<b>Travel to setting and provision of safe transport:</b>	<i>Consider transport arrangements and where possible encourage parents and children to walk or cycle to the setting where possible.</i>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<i>Follow usual food safety and hygiene procedures and Government guidance for catering establishments <a href="#">Guidance/working safely during covid-19/restaurants offering takeaway or delivery</a> . Ensure Health &amp; Safety policies are followed</i>
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<i>As above</i>
Communications with parents and others	
Parents, contractors and other staff entering or working in the setting.	<i>Tell parents, carers or any visitors, such as suppliers, not to enter the childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access is required.</i>
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside setting hours</i>
Communications to parents and staff	<i>Regular communications, update emergency contact details for all children.</i>
Parent aggression due to anxiety and stress.	<i>Tell parents the process for drop off and collections,, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.</i>

**Manager/Owner Recommendations - Additional Control Measures or Actions**

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

**Signed: Manager / Owner** ..... **Date** .....

The outcome of this assessment should be shared with the relevant staff.  
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.