

## Dringhouses OOSC Risk Assessment

### Epidemic & Pandemic Diseases COVID19

THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH GOVERNMENT, PUBLIC HEALTH ENGLAND & NHS GUIDANCE AND ADVICE.

Area of risk	Possible Hazards	Who?	Controls	Risks which are not adequately controlled. What action would you take where possible to reduce the risk
Premises	Spread of COVID19 & other diseases	Children & Staff	<p>The rooms we use are shared with school. As of 3/11/20 we moved onto the school site. Health &amp; Safety checks should be conducted inside and out, prior to opening each session. SANITISE ALL SURFACES</p> <p>Keep windows and doors open where possible to ensure good ventilation.</p> <p>In exceptional winter weather conditions, doors maybe closed for short periods of time, to allow the rooms to warm up. Check children and staff are adequately dressed. Notify families about providing extra clothing. The outside area is still to be encouraged, a selection of activities to be made available at each session. This will help with social distancing when attendance numbers are high. Appropriate clothing is available to cover ALL weather conditions.</p>	
Hygiene  Hand washing, cleaning, waste disposal, laundry etc.	Spread of COVID19 & other diseases	Children & Staff	<p>All children and staff must wash their hands upon arrival at the setting.</p> <p>Children and staff members are encouraged to wash their hands frequently. Children &amp; staff use paper towels to dry their hands.</p>	Hand driers are installed.

			<p>An enhanced daily cleaning schedule has been implemented that includes furniture, surfaces, children's toys and equipment.</p> <p>Communal area, touch points, such as door handles, light switches and hand washing facilities are cleaned and sanitised daily.</p> <p>All waste is disposed of in a hygienic and safe manner. Used tissues must be immediately disposed of.</p> <p>All items within the setting requiring laundering are washed on a high setting.</p> <p>Items such as towels, flannels will not be used.</p> <p>Children are supported in age-appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into a tissue.</p>	
<b>Health &amp; Safety &amp; Risk Assessments</b>	Spread of COVID19, infections, diseases, accidents etc.	Staff & children	<p>All activities are risk assessed and due consideration given to any adaptations to usual practice. This includes the suspension of learning experiences involving materials which are not easily washed such as malleable materials and the suspension of the sharing of food and utensils.</p>	Children will provide their own drinks bottles.
<b>PPE</b>	Spread of infection	Staff, children & parents	<p>Government guidance is that PPE is not required for general use in early years/childcare settings to protect against COVID- 19 transmission.</p> <p>Where staff request PPE, they must adhere to the guidance on safe use and removal of masks.  <b>VISORS are provided for staff to wear as well as masks.</b></p>	<p>W.H.O adapted guidance on the when and how to use masks.</p> <p>Further information and guidance can be found at <a href="http://www.who.it">www.who.it</a></p>

			PPE should continue to be worn as normal for toileting changing and the administration of first aid.	
<b>Supplies</b>	Spread of infection	Staff & children	<p>The manager &amp; staff ensure an adequate supply of essential supplies, and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate safely without essential supplies required for ensuring infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it, as and when required, to meet the operational needs of the setting.</p> <p>When stocks are low, other options may be considered, such as the use of washable items. These items will be washed at a high temperature and separate to any other washing.</p> <p>In case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced, and normal food safety and hygiene processes are followed.</p>	
<b>Attendance</b>	Spread of COVID19	Parents	<p>Only parents who are symptom free and have completed the required isolation periods, when required, will be able to drop off or collect their child.</p> <p>Parents are encouraged to ensure they do not leave travel accessories including buggies, car-seats, and scooters at the premises.</p> <p>Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible.</p> <p>Arrange drop off and pick up at the setting entrance to avoid parents entering the setting unnecessarily.</p>	Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, staff, and themselves.

			<p>When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area.</p> <p>Consider allowing parents to enter the setting for the purpose of settling in sessions if not doing so would cause a child distress. The staff should consider measures to minimise contact between the parent and other children and staff members.</p>	
<b>Attendance</b>	Spread of COVID19	Staff	<p>Staff should only attend the setting if they are symptom free, have completed any required isolation period or achieved a negative test result.</p> <p>Wherever possible staff should travel to the setting alone, using their own transport.</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed.</p> <p>Consideration should be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day.</p> <p>All staff members must receive appropriate instruction and training in infection control, use of PPE, the standard operating procedure and risk assessments within which they will be operating.</p>	<p>D.O.S.C. have taken the opportunity to use flexi furlough to limit the amount of adults on site , at one time.</p> <p>Relevant training links e.g. Noodle now, NDNA, Virtual College Prevent COVID 19 etc.</p>

<b>Attendance</b>	Spread of COVID19	Children	Only children who are symptom free or have completed any required isolation period should attend the setting. Any testing of children or their family members will require the prescribed isolation period	Evidence of results of ANY testing taken place, must be presented before the child can return.
<b>Attendance</b>	Spread of COVID19	Visitors	Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance).	Where essential visits are required these should be made outside of the usual operational hours where possible.
<b>Social Distancing/Group work</b>	Spread of COVID19	Staff	Wherever possible staff should remain with the small group of children who they are allocated to and not mix with other groups.  Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.  Staff members should avoid physical contact with each other including handshakes, hugs etc.  Where possible, meetings and training sessions should be conducted through virtual conferencing.	Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible.
<b>Social Distancing/Group work</b>		Children	Children where possible should be organised into small groups or rooms within the setting. Wherever possible these small groups should not mix during the session.  Routines including provision of meals and toileting should be within the space allocated wherever possible.  Children should not serve themselves.	

			<p>The use of communal internal spaces should be restricted as much as possible.</p> <p>Outdoor spaces should be used by different groups of children at different times of the day.</p>	
<b>Resources</b>		Children & Staff	<p>No one is allowed to bring items from home into the setting unless essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>All resources required for play and learning experiences of children should be washed daily and/or sterilised.</p> <p>Activities which may spread infection such as play dough; salt dough and gloop will not be used for the duration of the pandemic.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.</p>	

<b>Wellbeing</b>		Staff & children	<p>Staff need to ensure they are aware of children's attachments and their need for emotional support.</p> <p>Children should be supported to understand age appropriately the changes and challenges they may be encountering because of Covid-19.</p>	Stories/picture books are available free to download.
<b>Suspected Case of COVID19</b>	Spread of COVID19	All	<p>In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance.</p> <p>Whilst waiting for the child to be collected they should be</p>	During the winter

		<p>isolated from others in a previously identified room or area if possible. Where possible, a window should be opened for ventilation.</p> <p>The staff member responsible for the child during this time should be a staff member from their room/area. The manager may consider suitable PPE for this staff member.</p> <p>If possible, the area should not be used for 72 hours after the child has been collected.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>The person responsible for cleaning the area should wear appropriate PPE.</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the setting, they should return home immediately and isolate at home in line with NHS guidance.</p> <p>The appropriate reporting procedures to the relevant bodies <b>must be</b> followed.</p> <p>Inform Staff and carers about the Government Track and Trace scheme.</p> <p><b>The school does not have a G code ?</b></p>	<p>months CN has given permission for specific areas inside that can be used.</p> <p>Provide the link for the NHS COVID-19 app and GOV.UK site</p> <p>Posters notice board</p>
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Anything else?		Staff and children		
	Spreading COVID 19		When we cannot access music room until 3.30 The children will still have to wait until DOSC staff have sanitised the area. NO CHILD TO ENTER UNTIL AUTHORISED	

Assessment undertaken by:	Zoe Groves Manager January 21st 2021
Signed:	<i>Zoe Groves</i>
Position:	Manager
Authorised by:	
Assessment review date:	Week of March 20 <sup>th</sup> 2021