

## The PlayDen Risk Assessment

### Epidemic & Pandemic Diseases COVID-19 Operational Plan

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	Parents, children & Staff	Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.  Keep windows open where possible to ensure good ventilation.	
Hygiene  Hand washing, cleaning, waste disposal, laundry etc.	Spread of COVID19 & other diseases	Children & Staff	All children and staff must wash their hands upon arrival at the setting.  Children and staff members should be encouraged to wash their hands frequently. Children & staff will use paper towels to dry their hands.  An enhanced cleaning schedule must be implemented that includes furniture, surfaces, and children's toys and equipment.	

			<p>Communal area, touch points, such as door handles, light switches and hand washing facilities must be cleaned and sanitised regularly.</p> <p>All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of.</p> <p>All items within the setting requiring laundering must be washed on a high setting.</p> <p>Items such as towels, flannels will not be used.</p> <p>Children should be 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 should be risk assessed and due consideration given to any adaptations to usual practice.</p> <p>This will include the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.</p>	
<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.</p>	W.H.O adapted guidance on the when and how to use masks.

			<p>Should staff wish, they can wear face visors when conducting 'normal' duties.</p> <p>Face coverings are to be used in communal areas where social distancing is not possible to maintain.</p> <p>PPE should continue to be worn as normal for toileting changing and the administration of first aid.</p>	Further information and guidance can be found at <a href="http://www.who.it">www.who.it</a>
<b>Supplies</b>	Spread of infection	Staff & children	<p>The manager &amp; staff should 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 the 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	Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.	Parents should receive clear communication

			<p>Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting 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> <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> <p>Ensure a one-way system is in place for the setting for access to drop off and collections. Liaison with school is key to ensure that there are sufficient spaces to create a system.</p>	<p>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>
<b>Attendance</b>	Spread of COVID19	Staff	<p>Staff should only attend the setting if they are symptom free, have completed the 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>Staff should travel in their own clothes and change into their uniform/set of fresh clothes once on the premises.</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>All staff members are encouraged to participate in taking twice per week asymptomatic tests at home and should they receive a positive result notify the setting as soon as that result has been received. Staff are to test on a Sunday evening and Wednesday evening. – Currently all staff are participating in the programme – 05/03/2021</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 the required isolation period should attend the setting.	Parents to receive the setting Covid policy.
<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	<p>Wherever possible staff should remain with the group of children who they are allocated to and not mix with other groups.</p> <p>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.</p> <p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing.</p>	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	<p>Children are allocated a group and should remain in that group where possible. Working in partnership with our host school and in line with guidance released on 10<sup>th</sup> June 2021 we have cautiously increased group sizes for 1 group to a maximum of 30 children.</p> <p>To support this staff will socially distance from each other, where possible children will be encouraged to social distance from each other, and ventilation will be supported by keeping doors (when possible) and windows open to allow as much fresh air in as possible. There will also be support in the form of outdoor play from 3.15pm through to 5.15pm.</p> <p>There will be another small group of up to a maximum of 18 children per session.</p>	

			<p>Routines including provision of meals and toileting should be within the space allocated wherever possible.</p> <p>Children should not serve themselves.</p> <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>Children should not be permitted to bring items from home into the setting unless essential to 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 regularly washed and/or sterilised.</p> <p>Activities which may spread infection such 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 isolated from others in a previously identified room or area if possible</p> <p>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>	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>



			<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 club or they have had contact with a suspected case at the setting, they should return home immediately and isolate at home in line with NHS guidance. The staff member should undergo testing and self-isolate for 10 days if they receive a positive test.</p> <p>The appropriate reporting procedures to the relevant bodies <b>must be</b> followed.</p> <p>The setting will comply with the rules on track and trace. The club phone now has the app installed should a member of staff, parent/carer or visitor enter the premises who is in their isolation period.</p>	<p>Staff are entitled to tests through an online portal.</p> <p><a href="https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker">https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker</a></p>
<b>Confirmed Case of Covid-19</b>	Spread of Covid-19	All Service Users.	<p>Where there is a confirmed case of Covid-19 at the setting the club will have followed the steps above:</p> <p>The manager or deputy will then contact the DfE's advice helpline on 0800 046 8687 and explain the circumstances and follow the advice issued by the contact centre.</p> <p>Parents and Carers will be informed of the case following the phone call to the DfE advice centre of the action to be taken.</p> <p>The appropriate action will be taken by the club to isolate the areas potentially affected and deep clean when safe to do so with the appropriate PPE.</p>	<p><a href="https://111.nhs.uk/isolation-note/check?fbclid=IwAR0bC8otbboVG1AeGLEWfp0jVCuLmXZbicxpUptyVt-jDrw8YKDyEyUlzu0">https://111.nhs.uk/isolation-note/check?fbclid=IwAR0bC8otbboVG1AeGLEWfp0jVCuLmXZbicxpUptyVt-jDrw8YKDyEyUlzu0</a></p>

Anything else?				

Assessment undertaken by:	
Signed:	
Position:	
Authorised by:	
Assessment review date:	