

ULEY UNDER 5s PLAYGROUP/GCC COVID-19 Risk Assessment – September 2020 (updated Nov 2020)

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission.

Who may be at risk: Employees, children, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> NW to liaise with Village Hall Management Committee (VHMC) to ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.) We will display COVID-19 posters/ 	<ul style="list-style-type: none"> NW to circulate Operating Procedures to playgroup Chair and staff and listen to any suggestions on preventative measures that can be taken. NW will circulate Operating Procedures to VHMC and all parents prior to opening 	<ul style="list-style-type: none"> We will control entry points to the hall (including deliveries). We will advise parents/visitors of our access rules and display signs at the entrance. We will agree drop-off and pick-up protocols with 	<ul style="list-style-type: none"> Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable in this setting. It is acknowledged that this is not always possible in early years settings. However, all the measures in this assessment are 	<ul style="list-style-type: none"> Children to use two sinks in Ladies toilet. Staff to use hand washing sink in kitchen. Staff /visitors use sink in Disabled toilet. Where there is no sink, hand sanitiser will be provided in outdoor spaces or at entrances. We will incorporate frequent hand washing into sessions for adults and children (following guidance on hand cleaning). Staff/parents/children will use hand sanitiser on arrival/departure; Staff/children will wash hands before and 	<ul style="list-style-type: none"> Consultation with employees on risk assessments. Risk assessment published on early years settings intranet and/or website. Nominated employees tasked to monitoring protection measures. Employees encourage to

<p>signage at the door/foyer/hall</p> <ul style="list-style-type: none"> • We will admit one parent/child at a time to maintain social distancing • We will advise parents to queue to the side of the hall using red tape on railings as a guide to keep 2m apart. • We will set up hall to maintain space between seats and tables. • We will not use soft furnishings, soft toys and toys that are hard to clean. • We will display laminated picture signs in toilets and classrooms in front of sinks showing handwashing. • We will teach children to sing a song that lasts for 20 seconds when washing hands. • We will clean kitchen+floor/Ladies toilet + floor/ Disabled toilet + floor/hall floor on Mon/Thurs in addition to usual cleaning. Hall cleaner to do same Tues/Wed/Fri. 	<ul style="list-style-type: none"> • NW to discuss concerns of any vulnerable employees and children ('clinically vulnerable' to coronavirus) and agree if should work / attend if shielding. • Where necessary NW will create individual risk assessments for employees and children at special risk (take account of medical advice). • Our Operating Procedures and newsletters stress that anyone who has coronavirus symptoms, or who have someone in their household who does, should not attend sessions. • Our Operating Procedures and newsletters will share Information about testing for those with symptoms. • Staff will maintain regular contact with children who are unable to attend sessions; 	<p>parents to minimise contact</p> <ul style="list-style-type: none"> • We will stagger drop-off times so children will arrive at different times. • Tape will be fixed to railings outside entrance to indicate distancing rules plus poster on door (if queuing during peak times). • 5/11/20: parents to wear face masks when dropping off or picking up children. • Hand sanitiser will be provided at all entrances. • Visitors do not sign in with the same pen (give parents complimentary pens to use) • Staff to admit one parent/child at a time 	<p>aimed at reducing transmission risk.</p> <ul style="list-style-type: none"> • Children will attend one setting only as far as possible. • We will offer 15 places max at each session • Only two children will use the toilets at one time if possible • Tables will be spaced as far apart as possible. • Members of staff will be on duty during snack and lunch breaks to ensure compliance with rules. 	<p>after eating, and after sneezing or coughing.</p> <ul style="list-style-type: none"> • We will encourage children to learn and practise good hygiene habits through games, songs and repetition. • Staff will help younger children who have trouble cleaning their hands independently. • Adults and children will be encouraged not to touch their mouth, eyes and nose. • We will be extra vigilant to children putting items in their mouths etc. and make sure these are dealt with immediately by cleaning with antibac or disinfectant wipe or put into Milton liquid solution. • Adults and children will be encouraged to use a tissue or elbow to cough or sneeze and to place used tissues in the bins provided in line with "catch it, bin it, kill it" advice. • Bins for tissues will be emptied each day (waste will be double wrapped using white bin bags and added to the main refuse sack). • The hall will be well ventilated during sessions using natural ventilation (opening windows and fire door to outside area) • Doors will be propped open where safe to do so to limit use of door handles (i.e. door to foyer / outer door to Ladies toilets / fire door to outside area). Staff will ensure closed 	<p>report any non compliance.</p> <ul style="list-style-type: none"> • The effectiveness of prevention measures will be monitored by early years settings leaders. • This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
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	<p>our Operating Procedures and newsletters will advise parents of organisations providing support</p> <ul style="list-style-type: none"> • NW and staff to plan activities/resources on a rotation using the outdoor area as much as possible and reducing movement around the building. • Our Operating Procedures will be shared with parents by email and via website to advise them of the preventative measures being taken, i.e. • Only one parent to accompany one child at drop off / pick up. • 5/11/20: parents to wear face masks when dropping off or picking up children. • Staggered drop-off and pick-up times will be allocated. • To observe social distancing (2m) if waiting using red 	<ul style="list-style-type: none"> • We will monitor all protection measures. 		<p>before leaving premises unoccupied.</p> <ul style="list-style-type: none"> • Staff will use antibac spray/wipes or disinfectant wipes and paper towels to clean surfaces, toys, resources, etc. during and after sessions. • Staff will clean rooms after sessions on Mondays /Thursdays (see column 1) and VHMC will arrange cleaning on Tuesdays/Wednesdays/Fridays. • Staff will clean and disinfect shared materials and surfaces cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, phones etc.). • Toys and play equipment will be appropriately cleaned between groups of pupils/children using it, and not shared with multiple groups. • Outdoor equipment will be cleaned between use by different children (i.e. climbing frames, bicycles, scooters, spacehoppers, etc.) • Staff will keep a selection of books to share with the children which will be changed each week. All books will be wiped using antibac or disinfectant wipes before being replaced. <p>5/11/20:</p> <ul style="list-style-type: none"> • singing in groups will take place outdoors wherever possible. If indoors, in a room with as much space as possible, social distance each child 2 metres 	
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	<p>tape on railings a guide</p> <ul style="list-style-type: none"> • Our Operating Procedures ask parents to email or telephone the Manager to discuss any concerns to avoid face-to-face meetings • Our Operating Procedures ask that children not to bring in toys, etc. from home unless a comfort item is needed during settling-in. • Our Operating procedures advise parents on transport. • Staff will remind children each morning of rules and how to keep safe during sessions. • Staff to discuss and agree appropriate response to children who struggle with safe distancing. • All employees will be fully briefed about the plans and protective measures 			<p>apart, and limit the numbers to account for ventilation of the space.</p> <ul style="list-style-type: none"> • Staff will follow the procedures given in the “Systems of Control” Steps 7 – 10 should someone become unwell whilst attending sessions. • Staff providing close hands-on contact with pupils/children will increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. <p>NOTE: Wearing a face covering or face mask in education settings is not recommended by PHE.</p> <p>The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.</p> <p>Staff will only wear PPE in a very small number of cases including:</p> <ul style="list-style-type: none"> • children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way; 	
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	<p>identified in the risk assessment.</p> <ul style="list-style-type: none"> • We will communicate with VHMV and suppliers that will need to prepare to support plans for opening (e.g. cleaning). • We will limit visitors by exception (e.g. for priority contractors, emergencies etc.). • We will keep parent appointments / external meetings on a “virtual platform” where possible. 			<ul style="list-style-type: none"> • if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <p>Staff providing first aid to children will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely by double-bagging using white bin bags and adding to the main refuse sack. <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	
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