



Centre Risk Assessment (from September 2020 – COVID-19 Pandemic)

ASSESS

Who may be at risk: Employees, children and young people, 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)’.

Queries – should any stakeholder have a query or suggestion to improve this risk assessment, please email – manager@opportunity-group.co.uk

PLAN		DO			REVIEW
Prepare Building and Contents	Prepare Employees, Parents and children	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> Use of small toys and having all of our toys available for children to access could contribute to the spread of infection, especially soft toys and toys that are hard to clean. Lack of airflow through building could contribute to spread of infection. Too many people in the building could 	<ul style="list-style-type: none"> Risks might not be fully appreciated by all stakeholders – parents, staff, children. Members of staff with home needs, including caring for vulnerable relatives, may not be able to attend work at certain times due to specific shielding measures. Members of the community may not 	<ul style="list-style-type: none"> All gates and playroom door locked during sessions. Building access rules clearly communicated through signage on entrances and reminders by members of staff when needed. Parents will not be permitted in the building at present. 	<ul style="list-style-type: none"> Parents made aware of expectations and routines, including the requirement to pick up unwell children immediately. If parents don't agree, children will not be allowed to attend. Signage displayed in car parks about drop off/pick up arrangements to ensure a smooth and safe start/end to sessions. 	<ul style="list-style-type: none"> Small toys and toys on surfaces have been removed and toy boxes stored in main playroom removed to Construction Room for controlled use and storage Soft toys and toys that are hard to clean have been removed. Toys used during sessions can be monitored more 	<ul style="list-style-type: none"> Consultation with stakeholders to develop and refine risk assessment. Risk assessment developed through consultation with staff, trustees, parents and GCC. Risk assessment published on COG website – all stakeholders directed to website and/or sent a copy.



Centre Risk Assessment (from September 2020 – COVID-19 Pandemic)

<p>contribute to spread of infection.</p> <ul style="list-style-type: none"> Parents may not be aware which entrance to use and of the system in use at drop off/pick up (for example if emailed documentation had not been received or read). Staff may be at risk of infection at drop off and pick up times. Unnecessary visitors may enter the building and potentially contribute to spread of infection. Surfaces and toys may become contaminated during a session, if a child puts a toy in their mouth for example. 	<p>be fully aware of or have regard for fitness to attendance should symptoms of Covid-19 be apparent.</p> <ul style="list-style-type: none"> Staff may feel anxious or uncertain about the working environment and/or of the procedures put in place. Parents may not be aware of the specific measures we have to put in place regarding protective measures pre-schools have been advised to take. If a member of staff falls ill or cannot work, this could affect the viability of COG to remain open to children. Parents asked to use nappies for children who are not toilet training and pull-ups 	<ul style="list-style-type: none"> Parents informed of drop off/pick up routines and asked to be on time. Parents asked to phone COG and make telephone appointments if they wish to discuss their child or at specific times of day when staff can be away from children and socially distanced. Clear guidance on expectations of bringing items from home. Only essential visitors permitted in the building and to have regard for regard to separate visitor risk assessment. Parent appointments will be held either outside or in areas of the building that can be sealed off and are 	<ul style="list-style-type: none"> 2m distance to be maintained between staff and parents/visitors in the car park at all times Children distanced through outdoor play/learning as much as possible. Children spread out at lunch times. The Annex will be utilised for lunch if necessary. Staff room is limited to 3 members of staff at any one time. Daily inspection of the premises before opening to children carried out by at least 2 members of staff. On-going inspections carried out during the day – amendments made 	<p>easily and cleaned as and when required and at the end of a session.</p> <ul style="list-style-type: none"> Toys will be used on a rotation basis so that quarantining can take place. All doors and windows remain open each day (where safe to do so) to allow for full ventilation of buildings. Frequent reminders to children of key messages – coughing, washing hands, ‘catch it, bin, kill it’ approach taken and consistent for all children in ways they can understand. Hand sanitiser provided to children on arriving and leaving and always 	<ul style="list-style-type: none"> Clear guidance shared with all members of the community regarding fitness to attendance should symptoms of Covid-19 be apparent. Timetables ‘ready to go’ to prioritise safety of community should further restrictions be enforced. Information shared about testing available for those with symptoms. Nominated employees tasked to monitoring protection measures. Employees encouraged to report any non compliance. The effectiveness of prevention measures will be monitored by senior members of staff.
--	--	--	---	--	---



Centre Risk Assessment (from September 2020 – COVID-19 Pandemic)

<ul style="list-style-type: none"> It is possible that some smaller areas of our premises may become busy at times with too many adults in a room. This may increase the likelihood of infection. 	<p>for children who are toilet training to minimise time that staff are changing children and being in 'face-to-face' close contact with them.</p>	<p>not needed by children and pre-school staff.</p> <ul style="list-style-type: none"> Senior staff on duty in car park to monitor protection measures and amend where necessary. Daily inspection of the premises before opening to children carried out by at least 2 members of staff. On-going inspections carried out during the day – amendments made immediately should the need arise. 	<p>immediately should the need arise.</p> <ul style="list-style-type: none"> No volunteers or students will be invited back to COG at the present time. Only essential visitors permitted in the building and to have regard for separate visitor risk assessment. 	<p>available to staff and visitors.</p> <ul style="list-style-type: none"> COVID-19 posters/signage displayed. Staff provided with fabric and disposable masks, acetate face shields and gloves along with guidance and recommendation of when they should be used – ie. particularly at drop off, pick up, nappy changing, toileting. Staff have their own personal face shields with their names on. These can be sanitized. Staff have their own personal fabric face masks which they can take home to wash. Hand sanitizer and disinfectant available at all times to staff – 	<ul style="list-style-type: none"> This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance. Members of staff with home needs, including caring for vulnerable relatives, have been taken into consideration when planning staffing and supervision. Staff 'teams' may be reinstated to help with potential situations arising. Staff fully briefed about the plans and protective measures identified in the risk assessment. Staff are aware that timetabling arrangements could change at a moment's notice should member(s) of staff need to self-isolate or that this could result in the closure of COG
--	--	---	--	---	--

Centre Risk Assessment (from September 2020 – COVID-19 Pandemic)



				<p>to clean toys/surfaces and theirs and children's hands.</p> <ul style="list-style-type: none"> • Frequent hand washing encouraged for adults and children (following guidance on hand cleaning) – children reminded at key points during the session – after going to the toilet, before and after eating. • Staff and children will wash their hands for 20 seconds on arrival at COG, before and after eating, and after sneezing or coughing. • Daily inspection of the premises before opening to children carried out by at least 2 members of staff. 	<p>until such time as statutory staffing requirements can be met.</p> <ul style="list-style-type: none"> • Parents made aware of attendance priority 1) Key workers/vulnerable. 2) children attending primary school next year. 3) younger children. Therefore, should we be understaffed and unable to cater for all, youngest children will be first unable to attend. Parents aware that this may happen on the morning of expected attendance. • Keep external meetings on a 'virtual platform' where possible. Parent appointments closely monitored by Outreach – phone/text/WhatsApp where possible.
--	--	--	--	--	---

Centre Risk Assessment (from September 2020 – COVID-19 Pandemic)



				<ul style="list-style-type: none"> • On-going inspections carried out during the day – amendments made immediately should the need arise. • Adults and children (who understand) are encouraged not to touch their mouth, eyes and nose. • All encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Thorough cleaning of rooms at the end of the day – to include tables, chairs, door handles – full expectations of cleaning clearly documented. • Artwork created by children will stay at COG and be quarantined for 72 	
--	--	--	--	--	--

Centre Risk Assessment (from September 2020 – COVID-19 Pandemic)



				<p>hours (if not used for displays) before being taken home.</p> <ul style="list-style-type: none">• Limited messy play will be available on an individual basis – play dough, finger paint, foam etc – and safety measures relevant to the type of materials used will be in place.• Should someone become unwell, all members of the group will be moved to an outside area and separated fully until the area is fully disinfected. Child or adult who is unwell will be kept in isolation outside (if weather allows) or inside away from other children until they are collected/can leave.• Parents of unwell child will be immediately notified	
--	--	--	--	--	--

Centre Risk Assessment (from September 2020 – COVID-19 Pandemic)



				<p>to collect them and advised to arrange a covid test (in line with SHE guidance from GCC).</p> <ul style="list-style-type: none">• Parents of all members of the session will be notified as soon as possible and given SHE guidance.• Staff providing close hands-on contact with children need to increase their level of self-protection, such as minimising close contact whenever possible, more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.• Staff will wear relevant PPE at certain times – such as drop off and pick up, nappy changing.	
--	--	--	--	--	--



Centre Risk Assessment (from September 2020 – COVID-19 Pandemic)

				<ul style="list-style-type: none">• Arrangements made for additional cleaning– full expectations of daily clean outlined and agreed.	
--	--	--	--	--	--

NOTE:

Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. However, staff will be wearing a face covering during drop-off and pick-up times under most circumstances.

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. PPE is only needed in a very small number of cases including:

- pupils 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;
- if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.

However, PPE packs are being provided by GCC for all schools and settings and settings can decide to use PPE at certain times if/when they deem fit..

Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:

- 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.

Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.