



WOOLPIT ARC

Covid 19 Risk Assessment

September 2020

Jackie Grant
[Email address]

Woolpit ARC COVID 19 Risk Assessment

Hazard	Who is affected?	Control Measures put in place	Additional control measures/comments	High	Medium	Low
1) Contamination /spread of coronavirus (Surfaces)	Staff Children Contractors Visitors	<p>Additional cleaning of high contact areas such as door handles, push plates, tables, chairs, sinks, toilets, light switches etc. through out the day.</p> <p>Harder to clean toys and resources along with soft furnishings and soft toys have been removed.</p> <p>We have separate resources and toys for children attending Breakfast and After school clubs. These are cleaned regularly during the session and at the end of the day.</p> <p>Toys/ resources used for pre-school are cleaned regularly during the session and at the end of the day.</p> <p>Ipads/tablets are cleaned between use with an anti bac wipe.</p> <p>The number of toys and resources available have been reduced to enable regular cleaning. We are rotating toys/resources to ensure a good balance of learning opportunities for the children across the week</p> <p>We make fresh playdough daily and throw it away at the end of the preschool session. We also use oats, pasta etc for exploratory play. This is also thrown away at the end of a preschool session.</p>	<p>We have a few books available for children each week. The covers are wiped with an anti bac wipe regularly, and books rotated on a weekly basis. Books which have been used are then stored for up-to seven days before being put out again</p> <p>The use of these materials will be reviewed continually, given the evolving nature of the pandemic.</p>			

Woolpit ARC COVID 19 Risk Assessment

Hazard	Who is affected?	Control Measures put in place	Additional control measures/comments	High	Medium	Low
		<p>All bins are lidded and emptied regularly. The bin lids are cleaned regularly throughout the day.</p> <p>Cleaner employed and effective cleaning schedule in place. Adequate stock of appropriate cleaning equipment available at all times.</p>				
2) Contamination/ spread of coronavirus (person to person)	Children Staff Visitors Contractors	<p>Good personal hygiene promoted.</p> <ul style="list-style-type: none"> • Cough/ sneeze into tissue or elbow (Catch it, Bin it, Kill it) • Regular handwashing for at least 20 seconds, after coughing/ sneezing, on arrival to the setting, after using the toilet, before eating and before going home. • Children and staff encouraged not to touch their nose, mouth, and eyes. • Support provided to children who might struggle to wash their hands independently e.g very young children and those with special educational needs or disability. <p>Children will be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe. This can be achieved by use of songs, games, and repetition to reinforce personal hygiene.</p>				

Woolpit ARC COVID 19 Risk Assessment

Hazard	Who is affected?	Control Measures put in place	Additional control measures/comments	High	Medium	Low
2.1 Arrivals & departures	Staff Children Parent/carer	<p>Staff will ensure their uniform is clean daily and that personal hygiene practices are implemented e.g washing clothes, shower etc.</p> <p>Where possible social distancing between adults at all times. We have limited the number of adults to one in the kitchen area and maximum of two in the office.</p> <p>Parents/carers have been informed that children should wear clean clothes daily when at the setting.</p> <p>Setting to be kept well ventilated, e.g. open windows where possible and doors propped open providing it is safe to do so. The door leading to the garden is usually open for most of the day.</p> <p>Parents/carers have been advised to keep 2 metres apart from people outside their household when dropping off/collecting their child/ren.</p> <p>A member of staff will collect and return children to parents at the gate, to minimise number of adults coming into the setting.</p>	<p>E-mail was sent to all parents.</p> <p>Staff to wear masks when collecting or returning children to their parents/carers. We will review the need to have staggered drop off and collection times as numbers of children increase.</p>			

Woolpit ARC COVID 19 Risk Assessment

Hazard	Who is affected?	Control Measures put in place	Additional control measures/comments	High	Medium	Low
2.2 Nappy changing/ toileting		<p>Parents/carers have been informed that if their child or a member of their household has symptoms of Coronavirus, then their child cannot attend the setting. They should follow current government guidelines for households with possible coronavirus infection.</p> <p>There is a notice at the gate reminding parents/carers not to send their child/ren if they have the following symptoms, raised temperature, new and persistent cough, loss of smell and or taste.</p> <p>Children wash their hands on arrival to the setting and before going home. Younger children and those with Special educational needs and disability are supported by a member of staff.</p> <p>After school club children are collected at 3.15pm, by a member of staff. School is aware that children cannot come to the ARC earlier, due to the necessary cleaning in-between preschool and ASC.</p> <p>Staff to wash hands before and after changing nappies. They should wear gloves and apron at each nappy change. The changing mat should be cleaned between each child using anti-bac spray or wipes. The child should be encouraged to wash hands following the nappy change.</p>	<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>			

Woolpit ARC COVID 19 Risk Assessment

Hazard	Who is affected?	Control Measures put in place	Additional control measures/comments	High	Medium	Low
2.4 Snack and lunch time	Children Staff	<p>Children and the adult at the table will be spaced out with no more than 4 children and 1 adult at a table.</p> <p>Tables used for snack and lunch must be cleaned before and after use.</p> <p>Children and staff to wash hands before eating.</p> <p>Parents/carers have been asked to provide a snack for their child.</p> <p>Parents/carers that would like their child to have a hot meal rather than a packed lunch, can now order a school dinner via the ARC. We will make sure any payments are given to the school.</p>				
3) Social distancing measures - during the day.	Children Staff	<p>The government has stated that Early years settings no longer have to create 'bubbles' or small groups of children. We do however still need to try and minimise mixing of children where we can.</p> <p>Tables and chairs are spaced out within the setting. Unnecessary items have been removed and stored away. Children have the opportunity to play outside as much as possible.</p> <p>We limit the number of children at certain activities.</p> <p>Staff must take note of who children are in close contact with during a session.</p>	<p>We will monitor and if numbers rise we may consider forming bubbles to limit mixing of children.</p> <p>During current lockdown Breakfast and afterschool clubs will only take children of working parents/carers and vulnerable children. We await the government to announce when this lockdown will end.</p>			

Woolpit ARC COVID 19 Risk Assessment

Hazard	Who is affected?	Control measures put in place		High	Medium	Low
4. Vulnerable children and staff and those with underlying health problems	Children Staff	<p>Utilising the space within the rooms and outdoor space to ensure social distancing as much as possible.</p> <p>Have smaller group times such as singing so children can be spaced out as much as possible. If the weather is nice consider outside space for group times.</p> <p>Follow government guidance and doctor's advice for each individual case. If the vulnerable person is a child work with the families to agree what is best for the child. If the vulnerable person is a member of staff work with them to agree safe working practice.</p> <p>All vulnerable children/staff must have an individual risk assessment especially if designated clinically vulnerable.</p> <p>Any individual care plans for children will need to be reviewed with parents. (By phone or video call) Staff to be made aware of reviewed individual care plans.</p> <p>Management to monitor the attendance of vulnerable children and inform children's social care of any issues of concern e.g. Non-attendance. Normal safeguarding procedures to be followed.</p>	<p>Additional measures/comments</p> <p>Keep up-to date with government guidance as it becomes available.</p>			

Woolpit ARC COVID 19 Risk Assessment

Hazard	Who is affected?	Control measures put in place	Additional control measures/comments	High	Medium	Low
5. Suspected case of coronavirus in setting	Staff Children parents Visitors Contractors	<p>If a child or member of staff becomes unwell whilst at the setting they must go home. Parents/carers will be contacted to collect their child. All must follow current government guidance on self-isolation and testing.</p> <p>The child will wait in the office with a member of staff until their parent arrives to collect them. The staff member will use PPE consisting of Mask, Apron and gloves. A window should be opened to enable ventilation.</p> <p>Once the child has been collected, the office will be cleaned using appropriate cleaning products. Discarded PPE and disposable cleaning cloths etc will be stored in a safe place for up-to 72hours when it can be disposed of in the usual way.</p> <p>All toys/resources etc that the child had contact with will also be cleaned.</p> <p>The setting must be informed of test results. If negative the child/ member of staff can return to the setting if they no longer have symptoms and are feeling well.</p>				

Woolpit ARC COVID 19 Risk Assessment

Hazard	Who is affected?	Control measures put in place	Additional control measures/comments	High	Medium	Low
6. Confirmed case of coronavirus in setting	Staff Children parents Visitors Contractors	<p>If the setting has a confirmed case of Coronavirus, we will contact Public Health England who will advise us on what to do next. This may mean any children or staff who were in close contact with the confirmed case will be informed and advised to self- isolate and seek testing following current government guidance.</p> <p>The confirmed case will need to isolate for minimum of 10 days (from onset of symptoms) They can return to the setting after 10 days providing, they have no fever for 48 hours. The rest of their family need to isolate for 14 days.</p>				

Woolpit ARC COVID 19 Risk Assessment