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| --- | --- | --- | --- |
| **What is the hazard or hazardous?** | **Who may be harmed?** | **What are you already doing to lower the risk?** | **Do you need to be doing anything else to manage this risk?** |
| Catching and spreading the Coronavirus  Not following correct government/ early years advice and guidance  Lack of effective communication | Families, parents, staff and children | * All staff are aware of the symptoms of Covid-19 and are alert to how to respond: * A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) * A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) * Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal. * When an individual develops coronavirus (COVID-19) symptoms or has a positive test Children, staff, parents, visitors, external professionals and other adults must not come into the setting if:   + they have one or more coronavirus (COVID-19) symptoms.   + a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms,   + they are required to quarantine having recently visited countries outside the Common Travel Area.   + they have had a positive test.   + they have been in close contact with someone who tests positive for coronavirus (COVID-19). * They must not attend with immediate effect and for at least 10 days from the day after:   + the start of their symptoms   + the test date, if they did not have any symptoms but had a positive test (whether this was a lateral flow device (LFD) or polymerase chain reaction (PCR) test).   + Staff with a positive LFD test result will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result, if the LFD test was done at home. * Management have access to all up to date government, public health and early years advice websites and resources and continue to follow the government guidelines.   Including  <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>  <https://www.cambslearntogether.co.uk/early-years-and-childcare/eyc-resources/provider-updates>  <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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>  <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>  <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ed475792-0efd-47c0-a1bf-0dfc64bdbfa0&utm_content=daily>   * Children have been and will continue to be educated in the need for effective hand hygiene and catch it, kill it, bin it. * Keeping parents informed on what the government are advising us to do and for them to be doing at home * From September 2020 we will be one bubble but continue to keep the children and staff separate by classroom group while inside as much as possible. Mixing of classrooms is allowed in garden and decking area with all staff maintaining socially distancing. * As a setting we will ensure that we will engage with the system of controls stated in the action for early years and childcare providers during the coronavirus. <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> | Equalities Act Assessment to be completed and reviewed against the proposed changes.  DR to complete ASAP |
| Setting closure or isolation of a bubble of staff/children. |  | * Both parents and staff are aware of the procedure of events, following a confirmed case of COVID-19. We would follow guidelines from Actions for Early years settings (link above)We have informed all staff and parents of process to follow in the scenario of a confirmed case. Using the Test and Trace Guidance for Early Years and Childcare Providers. <https://www.cambslearntogether.co.uk/asset-library/COVID-19-EYC/Test-and-Trace-Guidance-for-EYC-providers-April-2021.pdf> * In the event of several staff becoming unwell or self-isolating and we could **NOT** maintain the statutory framework ratios or qualifications we would plan to close the setting as a whole or an individual classroom, for the safety of the children. We would notify the Early years service on   [Earlyyears.Service@cambridgeshire.gov.uk](mailto:Earlyyears.Service@cambridgeshire.gov.uk)  [Annette.Brooker@cambridgeshire.gov.uk](mailto:Annette.Brooker@cambridgeshire.gov.uk)  01223 714 743 (please leave a message)   * In the event that a child or staff member is confirmed to have Covid-19. The on duty manager is to follow the steps below and act on the advice of PHE advisor   **Inform the LA at the earliest opportunity**  If this is the first case of a child or staff member in your setting, please complete this [risk assessment](https://www.cambslearntogether.co.uk/asset-library/COVID-19-EYC/Risk-Assessment-checklist-Feb-2021.docx) and notify us via: [earlyyears.service@cambridgeshire.gov.uk](mailto:earlyyears.service@cambridgeshire.gov.uk).  If you have logged cases previously and are confident with the reporting process, you can instead use the forms below.   * **If there is a single confirmed COVID-19 case** in a child or member of staff, this [short report](https://forms.office.com/Pages/ResponsePage.aspx?id=ZLMn4x4EUUyC8skGp4-cyVSrEvGkpOlOpDHq_dHO8HhUQjdSRTdHWUJINzJMMDBCUTdFRVI2SkE5Vy4u) form should be completed. * **If there are a high number of cases to report at any one time,** details should be submitted [with this form](https://www.cambslearntogether.co.uk/asset-library/COVID-19-EYC/Mulitple-cases-reporting-form-Feb-21.xlsx) at your earliest opportunity   Links to template letters for parents and staff are also found within this document on page 8:  With following details collated;   * Setting name & address * Primary contact at setting * How many children in total attend the setting * How many are attending at the time of this discussion * Number of potentially at risk (total staff and children) e.g. how many within the child’s ‘bubble’ * Number of people who have been in ‘close contact’ with the suspected case – please see the definition of close contact at the end. * Number of suspected cases * Number of confirmed cases * The LA will carry out a risk assessment based on the above information and work with the setting to implement it. * If an outbreak or confirmed case occurs, the setting will be responsible for communicating with parents and staff, using template letters provided by the LA which have been personalised and saved electronically on the system (All other letters will be provided by the PHE HPT at the time they are required).  1. Call PHE advice line via DfE helpline 0800 0468687 2. Notify Ofsted (within 14 days) <https://www.gov.uk/guidance/report-a-serious-childcare-incident> 3. If a member of staff has become ill with COVID-19 due to exposure in the setting, RIDDOR must be informed using the online form available [here](https://notifications.hse.gov.uk/riddorforms/Disease) 4. Follow advice from PHE advisor   6. **Communicate with staff and parents (Via Famly)**  **PCR test positive result -** once all contacts have been identified, they should be informed to isolate. [Template letters](http://www.cambslearntogether.co.uk/asset-library/COVID-19-EYC/PCR-template-letters-x-2-single-case-and-contacts-in-a-setting.docx) should be sent to parents/carers to inform them of what to do next and where to seek further information.  **Static test centre or workplace LFT positive result -** once all contacts have been identified, they should be informed to isolate. [Template letters](http://www.cambslearntogether.co.uk/asset-library/COVID-19-EYC/Letter-templates-LFT-Early-Years-Work-Place.docx) should be sent to parents/carers to inform them of what to do next and where to seek further information.  **LFT home testing kit positive result -** where a positive test is recorded from an LFT home testing kit, the member of staff should begin self-isolation at home and should order a confirmatory PCR test and inform the setting immediately. Once all contacts have been identified, they should be informed to isolate. [Template letters](https://www.cambslearntogether.co.uk/asset-library/COVID-19-EYC/Letter-templates-LFT-Home-test-kits.docx) should be sent to parents/carers to inform them of what to do next and where to seek information.  LFT tests will be handed out to all staff to use at home on a fortnightly basis. Staff are to test twice weekly, fulling adhering to guidance instructions enclosed in test packaging. Further information can be found at   * <https://www.cambslearntogether.co.uk/asset-library/COVID-19-EYC/Workplace-LFT-process-in-EY-settings.pdf> * <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ed475792-0efd-47c0-a1bf-0dfc64bdbfa0&utm_content=daily> * <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> * <https://www.eyalliance.org.uk/lateral-flow-testing-early-years-settings-what-you-need-know>   If you require further support or help, please email [**EarlyYears.Service@cambridgeshire.gov.uk**](mailto:EarlyYears.Service@cambridgeshire.gov.uk)   * All staff are aware that they are to follow the procedure for test and trace. * The Red COVID-19 file containing   1. Risk assessment  2. Allocations for each classroom  3. Contact details of Families and staff  Is to be kept up to date and is stored in the office where it is are readily accessible if required to inform Public Health England due to a positive confirmed case of Covid-19. |  |
| Safeguarding in the event of emergency closure due to illness of Staff/Children or government guidelines |  | * We have a safeguarding lead/ Designated person for child protection on site during setting opening hours and the contact details of both DP’s are displayed in the office for staff to contact <https://aae0dce4-626c-44e3-bb62-ac96c02e5ba4.filesusr.com/ugd/52f825_7cc6899fd3a0450bb25bb8011a0614d5.doc?dn=1a.%20Safeguarding%20and%20Child%20Protection%20Po> * Parents and staff can access DP email via our website to ensure the continued Safeguarding of Children through a period of closure[**https://www.cygnets.org.uk/**](https://www.cygnets.org.uk/) * All staff have clear guidance of procedures to follow regarding concerns for a child via our staff handbook. Support and wellbeing websites for parents are on website and communication is to continue by key worker with key children via Famly. | * Set up a secure email for DP to be contacted by staff and other professionals * DR to complete ASAP |
| Parents and carers reducing the risk of infection being transferred into setting |  | * We have informed all parents and staff that no toys from a child’s home will be permitted into the setting. * Parents have been informed are not permitted within the Pre School building. * Parents have been informed that children are to bring to own individual snack and water bottle in to setting. * Staff will continue to wash hands after any contact with children’s belongings. * Children are to wash their hands-on arrival, departure and after every transition around pre-school. as well as before eating, and after coughing or sneezing. * We have informed all staff that they MUST wash their hands when arriving at setting or after leaving the setting e.g. lunch breaks as well as before eating, and after coughing or sneezing. * Student placements are currently on hold and any offered in the future, will be considered in line with minimising risks, e.g. longer placements, social distancing. |  |
| Maintaining a higher level of cleanliness within setting |  | * We have identified areas to be cleaned within the cleaning schedule: Cleaning schedule to be done at 10 am, 12pm and 2pm and on exit of staff at end of day. * Each room is to cleaned by in room staff and include   + - 1. All worktops in rooms       2. Door handles       3. Tables       4. Kitchen sides, sink taps and table       5. All remaining hard surface toys       6. Toilets, tap, potties, sinks and doors and Toilet flush. Both children’s toilets and staff toilets.       7. Replenish tissues, soap if necessary       8. Clean trays       9. Handrails on staircases and corridors       10. Electronic devices       11. Telephones       12. Staff toilet room and safety gate by **ladybird room**       13. Kitchen to include all surfaces, taps, door handles, sink area to be cleaned by **Bumblebee room**   Office based managers are to clean office area following frequency above and include   1. Desks 2. Keyboards 3. Mouse 4. Telephones 5. Chairs 6. Door handles and push plates, 7. Photocopiers and other office equipment 8. Front lobby area surfaces, light switches and touch plate surfaces    * A rota is in place to ensure tissues/bins around the setting will be frequently replenished and empty regularly throughout the day.  * Our continuous provision has been split to allow cleaning of one half while the other half is in use and avoid sharing between rooms. Soft furnishings are being rotated then Dettol spray cleaned and quarantined in store cupboards for two weeks before use within the rooms. * Malleable materials (messy play) are to be used in continuous groups and cleaned or replaced daily. Children are to wash hands before and after use each use of material. This includes: large water trays, inside and out, the water wall, sand pit and sand tray, Playdough tray, and other materials such as gloop, mud, etc. * Cooking activities can take place in small groups with only individual items cooked, such as individual pizzas. Thorough hand washing is to take place before and after the activity. * Theres is to be a Limited supply at any one time, of toys and books to ensure thorough cleaning. * Staff and setting cleaner adhere to cleaning of non healthcare settings. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> |  |
| Parents social distancing |  | * Staff are only permitted to welcome children into the building or support their departure while wearing a facemask and an optional face shield. * Staggered arrival a 20 minute window 9.05am to 9.30 from January 2021. * Parents have been asked to wear masks for drop off and collection where possible. * We have ensured two metre distancing will be implemented for arrival and pick up, using floor markings as guidance. We will ensure signs have been displayed around setting. * We have advised Staff, where possible, to maintain 2 metre distancing from each other and children within their bubble. * We have ensured measures are in place to ensure staff are greeting and getting children ready to leave on time. * We have informed parents that only one parent/carer to drop off/pick up * We have communicated to parents that they are expected to arrive and leave the site promptly and maintain social distancing and we discourage parents from gathering outside the setting * We have ensured and communicated a clear list of parental responsibilities before they child’s place is accepted at Pre School.   <https://aae0dce4-626c-44e3-bb62-ac96c02e5ba4.filesusr.com/ugd/52f825_e3abd3dac2464b0bb180e30a4e9f399d.docx?dn=Parent%20information%20and%20reponsibilities%20U> |  |
| Maintaining social distancing and personal hygiene. |  | * Staff lunchtime rota is staggered to allow for only one member of staff taking lunch in the kitchen at any one time to enable social distancing of two metres * Milk will not be served to children as guidance does not recommend crockery is shared – children will bring own water bottles. We have a supply of disposable cups and spoons if needed for the children to use and a slip sent home to remind parents to send a water bottle and spoon for yoghurts etc. * We will encourage, wherever possible, families to only access one childcare provision, if it is essential for that child to attend 2 settings, we will ensure we have access to the 2nd setting risk assessments. * Staff are to supervise and support children in hand washing to ensure they are all using soap and washing correctly and ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time * Children are unable to sing in the rooms as part of an organized group time. Group times involving singing can take place in the garden or decked area with children and staff social distanced. Children are no to be discouraged from singing spontaneously. * Staff are to follow their weekly duties and use their allocated Ipad which staff are to clean in between use, daily. * Staff are to encourage children to independently handle their belongs such as lunch bags coats, scarfs. Staff are to wash hands after coming into contact with children belongings. * Staff are to be mindful of folders and stationery they are coming into contact with throughout the day. * We will ensure where possible, all spaces will be well ventilated using natural ventilation and outdoor space is utilized. |  |
| Visitors to setting |  | * Enquires for ‘look around’ visits will be redirected to website to view virtual tour. * We have communicated to parents through our Parental Responsibilities that they will be unable to enter the Pre School building as   <https://aae0dce4-626c-44e3-bb62-ac96c02e5ba4.filesusr.com/ugd/52f825_e3abd3dac2464b0bb180e30a4e9f399d.docx?dn=Parent%20information%20and%20reponsibilities%20U>   * We have signs in place at bottom of ramp to warn potential visitors of restrictions and not to enter the building if they are displaying symptoms of COVID-19 * All unavoidable visitors will be risk assessed on an individual basis and any deemed necessary will read our Systems of control information and agree to fully comply before entering the building and use hand sanitiser on arrival. Their contact details are retained to engage in test and trace procedures. <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace> will be followed. * All sessions run by external providers have been suspended until further notice. * Any interviews for new staff will be held virtually |  |
| Sectioning of building  Reducing risk of spread in communal areas in setting |  | * All individuals are to maintain good hand hygiene before and after using communal areas and ensure communal areas such as Kitchen and toilet are cleaned with Anti-bac after use.   This includes   * + Door handles   + Cupboard/Fridge/freezer handles   + Taps   + Locks   + Kettles   + Worktop/Table surfaces * Managers are to use their designated desk and surfaces cleaned daily. |  |
| Staff or children displaying symptoms of Covid-19 |  | * Any staff member or child who arrives at the setting displaying symptoms of Covid-19 will be unable to enter the setting and be asked to return home. * The lobby area is to be used to isolate children with symptoms of COVID-19.  1. One staff member to be with child, with hall window open. Separate staff member is to contact child’s parents. 2. Staff member to wear PPE and following donning and doffing procedure. 3. A PPE kit box containing gloves, an apron, facemask and goggles is available in both rooms and in isolation area and full contents is to be used by staff member dealing with systematic child 4. As our isolation area does not allow for two metre distancing. Correct PPE procedure in house training has been completed by all staff 5. Isolation toy box is to be used to engage child and contents cleaned and quarantined in the box for two weeks. 6. Staff member does not need to go home after caring for child displaying symptoms. PPE is to be double bagged and placed securely outside in designated bin for 72hrs before disposal after dealing with symptomatic child. 7. Systematic child is to be collected by parents ASAP. All parents are aware of the need to ensure they urgently collect their child that shows COVID-19 related symptoms while at setting and follow advice from <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  * Isolated child is to use staff toilet if required which would then be out of use and taped off until a deep clean has taken place. * All staff have been trained on the disposal of used PPE and staff will ensure this is done following relevant guidance. <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> |  |
| Ensuring staff well-being and reducing anxieties |  | * Half termly staff meetings will be held face to face. Social distance will be maintained by all individuals and the room is to be well ventilated. * Half termly staff meeting will feature a COVID Update section to ensure that staff are and will be kept informed of any changes to current working practices and any training needs identified. * We have notified all staff and students who are attending setting will have access to a test if they display symptoms of COVID-19 and are encouraged to get tested in this scenario. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> and follow test and trace procedure. <https://www.cambslearntogether.co.uk/asset-library/Test-and-Trace-Guidance-for-EYC-providers-Jan-21.docx> * The setting will support staff if they request to wear face coverings in work, those who choose to wear a mask must do so in writing and adhere to measures laid out- please see individual face covering agreement.   [Face coverings in work.docx](file:///C:\Users\Manager\Documents\Coronavirus\Face%20coverings%20in%20work.docx) |  |
| Supporting transition need of children especially send |  | * Through a period of closure or self-isolation keyworkers are to make weekly contact with any child that is seen to be in-need of additional support. Safe and well logs are to be completed by DP, or keyworker where necessary. * Home learning will be promoted to all families and fortnightly home learning will be included with Big Idea planning available to view on Famly. * Contact from key worker via Famly is to be made with parents to discuss measures to settle individual child back after a period of self-isolation or closure to ensure they are supported with any changes * Key workers are to encourage parents are to utilize the support available on our website <https://www.cygnets.org.uk/apply-for-a-place-1>. Which includes rules and boundaries, time line, tips of settling children in etc. * Children’s individual risk assessments are to be reviewed prior to return but also throughout a child’s time in pre school * . |  |
| Staff/Children within the Clinically extremely vulnerable group |  | * Review of the First Aid policy to include consideration of the risk of infection of covid-19. * Staff/children that meet the criteria as [moderate risk of infection](https://camweb.cambridgeshire.gov.uk/staff-wellbeing/covid-19-latest-news-and-guidance/) or clinically extremely vulnerable have been identified e.g. diabetics, those who are [pregnant](https://public.huddle.com/a/MGaVaGG/index.html), will have a risk individual risk assessment completed to identify any suitable control measures that must be in place before returning to work/setting. * Risks to new and expectant mothers in the workplace will be considered and added to this risk assessment. These will be reviewed if a member of staff notifies the provider that they are expecting |  |
| Outings |  | * Outings are to be risk assessed separately to consider:  1. Suitable hand washing facilities 2. Whether staff and children can stay 2m away from other members of the public 3. Whether there is adequate ventilation at the venue 4. How the children will arrive at the venue 5. Adults must wear face coverings where they are legally required to do so e.g. on public transport or in shops |  |
| In the event of closure of whole setting |  | * A Daily/weekly check will been rostered and a pre-opening checklist completed before reopening. * The checks are to include,  1. Fortnightly flushing of all hot and cold water outlets 2. Overall check of building including checks for any leaks 3. Security check of decking and garden 4. Emptying post-box 5. Checking answer phone and emails  * Monthly checks on water systems are undertaken. * Check with landlord re any concerns to ensure that the appropriate checks are in place to ensure the safety of all the premises occupants (e.g. fire alarm testing, legionella testing etc) |  |