

What are the recognised hazards?	What are the identified risks?	Who is at risk?	What are we doing already?	Further action needed
<p>Catching the virus, passing to others, illness, death.</p> <p><i>We are currently in National Lockdown in line with National guidelines for the country. (As of 5/1/21)</i></p> <p><i>Additional rules:</i></p> <ul style="list-style-type: none"> <li><i>*Avoid visitors/Parents in Playgroup.</i></li> <li><i>*Clinically extremely vulnerable staff can come to work, no staff applicable here.</i></li> <li><i>*Clinically extremely vulnerable children may attend, no children applicable here.</i></li> <li><i>*Clinically vulnerable staff and children may attend along with current guidance - staff are aware of each other</i></li> </ul>	<p>Transmission of bodily fluids, ie, Breathing, sneezing, coughing</p>	<p>All</p>	<p>Ensure those with Coronavirus (Covid-19) symptoms or have someone in their household who does, does not attend playgroup.</p> <p><i>All staff and children wash hands on arrival at playgroup before touching any resources.</i></p> <p>Wash hands more often and more thoroughly than usual during session.</p> <p><i>All staff and children wash hands after wiping nose, cough, sneeze, before and after eating</i></p> <p>Ensure good hygiene practice, "Catch it, bin it, kill it".</p> <p>Extra cleaning throughout the day of resources and environment, furniture, handles on doors and furniture.</p>	<p>Ongoing monitoring of safety of all adults and children and adapt where necessary</p> <p>Encourage outdoor play as much as possible and have windows open to increase ventilation indoors.</p> <p>Extra handwashing after use of large outdoor play equipment</p>

and children with underlying health conditions and are also aware of location of medication.			<p>Social distancing between adults where possible. No volunteers, visitors or parent helpers.</p> <p>If any members of a household are waiting for test result, child/staff member is not to attend Playgroup until negative test result is back. If test result is positive, follow Covid procedure. PPE equipment available for use where necessary. Use track and trace process when appropriate</p>	
Contingency plan for a positive case amongst staff	Transmission of the virus	All	To be assessed on an individual basis although closure is likely.	
New staff joining the team	Lack of understanding of the setting due to being new	All	Ensure new staff have full induction, Covid training, risk assessments are read and understood, check for any	All staff to continue to support new staff in settling in and learning all procedures

			underlying health conditions/medication	
Managing staff levels, illness, absence, anxiety and safety 1 staff member self shielding during this lockdown	Incorrect staff to child ratio, well-being and safety of staff	Staff	Discussion between staff members and management/committee to ensure all happy to return to work. All staff attend weekly zoom staff meetings to be kept up to date. If playgroup cannot be safely staffed due to staff shortages, then playgroup will have to close.	Ongoing monitoring of staff health and wellbeing and address where necessary. Also, in-session discussions between staff to ensure wellbeing. Andrea offers an open door for support to all staff. All staff agree to discuss any concerns however small.
Caretaker/other workers coming into playgroup for maintenance	Transmission of coronavirus	All	Any maintenance from school to be discussed prior to it happening and arrange safest time to be carried out ie, when building is empty where possible. Caretaker/maintenance workers use hand gel before entering and wear face covering. Ensure Mr Birkin available/contactable	Daily cleaner plus extra cleaning during session by staff (Rota system added) In case of JB absence, alternative/back up?

PPE equipment needed- prevention of cross contamination	Transmission of bodily fluids as above	All	Maintain stock of all necessary PPE equipment, masks, visors, aprons, gloves, soap, alcohol gel	Monitor use of PPE equipment and re-order as necessary <b>We order locally from Ken Booth and stock levels and delivery are good</b>
Wearing PPE equipment to care for a child with symptoms until collected by parent/carer	Child being traumatised by the use of the unfamiliar equipment	Children	Children are familiar with masks being worn by adults outside of playgroup.	Any issues will be addressed as appropriate.
Transmission of the virus through contact with surfaces Extra cleaning in place	Touching contaminated surfaces/resources	All	Removal of all soft furnishings,(Sofa, soft toys and difficult to clean toys where possible.) <b>Sofa in storage</b> Limited resources available at each session and cleaned regularly, in dishwasher, soapy water or spray with antiviral spray and wiped with blue roll. Surfaces cleaned during session when necessary. Bathrooms and sinks cleaning rota introduced and used daily.	Extra monitoring of resources during session and cleaned if in contact with bodily fluids (i.e. sneezes) Extra personal hygiene encouraged, regular handwashing for all during session. Addition of cleaning all eating areas after each mealtime, including chairs, tables, door handles, kitchen surfaces and equipment. Addition of cleaning shared equipment in the

			All resources cleaned/disposed of or quarantined at lunchtime. Ensure all tasks are completed on our "Before Opening" and "End of day" sheets.	office, telephones, laptop, keyboards, photocopier, filing cabinet drawers, iPads, Any soft toys are sprayed or quarantined for minimum of 72 hours after use.
Admin/paperwork	Potential for transmission	All	Electronic communication used wherever possible between playgroup and home to minimise paper exchanges.	
Malleable Resources Sand, water, playdough, shaving foam, rice/pasta play, craft materials etc	Potential for transmission of the virus through contact	All	Malleable materials used for one session (AM or PM) then disposed of or quarantined for 72 hours. Water contains antibacterial soap during play, discarded after use.	Continue to monitor legislation and changes, amend if necessary.

All other resources (I.E puzzles, books, paper, pencils, toys)	Potential for transmission of the virus through contact	All	All resources used for one session (AM or PM) Resources labelled with date of use and quarantined for 72 hours or washed (soapy water or dishwasher)	
All deliveries/enquiries at the main door (Intercom ringing)	Transmission of virus, illness, death	All	Use intercom initially and ask for all deliveries to be left outside the main door, staff to bring in once delivery person has gone.	
Hot lunch collection from school kitchen	Transmission of virus, illness, death	Playgroup Staff and children/School Staff and Pupils	All playgroup children bring own packed lunch and water bottles	
Staff lunchbreaks	Transmission of the virus	All staff	Staff socially distance whilst on lunchbreak.	
Drop off/Pick up of children for each session	Transmission of virus, contact with Parents/Carers	All	Parents to socially distance while waiting at drop off/pick up. Children encouraged to leave Parent/Carer at the gate and enter playgroup with staff member. Parents must wear a face covering at	Monitor how this works and adapt if necessary, ie upset children, Parents, Carers. If some children are too upset, they have to go home.

			drop off and pick up in line with new guidelines Staff must wear a face covering for drop off and pick up when on the main door. Visors and disposable masks available.	
Child/staff becoming unwell during session	Depending on cause of feeling unwell, potential to pass on illness, adult/child ratio to be maintained and safety of all.	All	Procedure to follow if symptoms of Covid-19	Monitor effectiveness of procedure and adapt where necessary
Staff/children with underlying health conditions	Higher risk if they catch Covid-19	All	All staff aware of children in each day with underlying condition/inhalers. Staff aware of other staff with underlying conditions and medication in named box in office	
Children receiving any jabs inc Pre School Booster or Flu Vaccine	Symptoms of side effects can be very similar to Coronavirus symptoms, i.e. Temperature	All	Vaccines may cause mild fever and isolation is not required unless Covid is suspected. Children can attend playgroup as usual	

			as long as they are well each day. Staff will be vigilant to any symptoms.	
Existing injuries/accident forms	Contact between staff/Parents/carers handing over paperwork	All	Accident forms are completed by staff dealing with child, then handed to ST. Existing injury forms completed by ST. ST then sends Accident / Existing injury forms to parents via Family for approval. ST also phones parent first if necessary (bump head)	
Administering First Aid	Potential transmission of the virus	All	<ul style="list-style-type: none"> <li>• Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> <li>• Staff/children with medical needs have appropriate medication.</li> <li>• Re-usable ice packs covered with paper</li> </ul>	



			<p>towel for use and washed between uses.</p> <ul style="list-style-type: none"> <li>• PPE available for all first aid treatment, including mask for close contact.</li> </ul>	
<p>Enclosed spaces</p> <p>Bathroom/Nappy changing/personal care/close contact</p>	<p>Potential transmission of the virus</p>	<p>All</p>	<p>VENTILATION: Ensure enough windows are open to increase ventilation, using main windows and skylights/door to garden open. Office, sliding glass windows and lobby window open in the mornings.</p> <p>Full PPE to be worn, mask, apron, gloves. All PPE to be disposed of after one use. Dispose of in a nappy bag and put into outside waste bin. (Unless treating a child with covid symptoms-then see Covid procedure)</p>	<p>Plastic door strips up to help keep some heat in with extra ventilation necessary. Plastic strips cleaned daily</p>

Fire/Evacuation	Injury, death	All	Fire drill has been carried out-usual evacuation route through school allotment area agreed with school, new meeting place just past the chickens and line up along the fence. Staff must still maintain social distancing between other staff
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**Advice from the Gov-UK website:**

- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
- **New guidelines as of January '21, Masks can be worn during session if the setting chooses to do so. Wearing masks outside is not necessary.**

See "Action to be taken by settings" (Version 1 15 July 2020)

Transmission of Covid-19 within the setting

- Ensure that 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

Adults who are displaying symptoms, or have experienced symptoms in the last 10 days are not permitted to enter the building and will be advised to self isolate at home for 10 days. A poster will be displayed at all entrances advising adults of this.

If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to self-isolate for 10 days. Their fellow household members will be advised to self-isolate for 14 days. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

The national guidance does not deem isolation of a bubble/group necessary on the basis of symptoms only. However, this should be considered on a case by case basis. The manager will support the family/staff member and ensure the outcome of the test is passed to the setting without delay. The manager will ensure relevant processes are followed when a child/staff member displays symptoms:

Contain any outbreak by following local health protection team advice

Contact local health authority team if

- \*The number of cases exceeds 2 within 14 days.
- \*You have taken the action outlined but are still seeing more cases.
- \*You might need to close due to the number of people affected.
- \*A child or staff member has been admitted to hospital.
- \*You are getting significant interest from local media

Contact PHE on 0300 303 8537 (option 9)

Also, notify Hemingford Grey Primary School, Ofsted, Lucy Frain and the Local Authority.

Inform the LA using the inbox [earlyyears.service@cambridgeshire.gov.uk](mailto:earlyyears.service@cambridgeshire.gov.uk)

The email will include:

- Name of setting
- Number of children/members of staff with symptoms
- Confirmation that the child/member of staff has booked a test

Clear guidance will be given to parents to communicate the setting and national protocols. Consider creating a Post-COVID-19 Lock-down Re-opening policy which can be sent to all parents and the Letter to inform parents of the Test and Trace process.

Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them.

Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly.

Consider how the isolation area can be easily cleaned after use.

Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition.

#### **\*Accident reporting Covid-19 incidents**

If Playgroup has 2 confirmed cases of Covid-19 within 14 days, we will contact Dfe helpline on 0800 046 8687 selecting the option for reporting a positive case.

- The Health & Safety Executive have recently updated [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations \(RIDDOR\)](#) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.
- If a staff member has a confirmed case of Covid-19, the setting will contact Dfe helpline on 0800 046 8687 selecting the option for reporting a positive case. They are likely to ask for:
  - 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
- If the setting have not heard from the Dfe within 24 hours of the setting being notified by the parent/carers/staff member, please contact the LA using: [earlyyears.service@cambridgeshire.gov.uk](mailto:earlyyears.service@cambridgeshire.gov.uk).
- Dfe will carry out a risk assessment based on the above information and work with the setting to implement it.
- Dfe will contact all parents in the child's group/bubble to let them know.

- If an outbreak or confirmed case occurs, the setting will be responsible for communicating with parents and staff, using template letters provided by PHE which have been personalised and saved it on the electronically on the system (All other letters will be provided by the PHE HPT at the time they are required).
  - The manager will monitor the absenteeism rate, and if concerned that an increase could be related to COVID-19, will notify the PHE HPT.
- As part of the national test and trace programme, if other cases are detected within the setting, PHE local health protection teams will be contacted to conduct a rapid investigation and will advise settings on the most appropriate action to take.