

# COVID-19 RISK ASSESSMENT

Candystripe Inc Ltd		201a Harrogate Road, Leeds. LS7 3PT Lidgett Park Methodist Church, Lidgett Place, Leeds. LS8 1HG		
Responsible Manager	Anna Robinson	Signature		Date

What are the Hazards	Who might be harmed and how	Evaluate the risks. What are you already doing?	What further action is necessary
<p><b>Adults / Children passing COVID-19</b></p>	<p>Vulnerable staff and children / visitors / essential contractors / staff and children</p> <p>Infected with virus – mild symptoms to serious health condition (including death)</p>	<p>On drop off and collection of children, all parents / carers and children asked to use hand sanitizer or wash hands.</p> <p>Staff to observe 2 metre social distancing rule with other staff as appropriate. Staff to adopt respiratory hygiene and coughing etiquette, including tissues to be disposed of in clinical waste bag.</p> <p>Letter sent to parents / carers advising them of new practice, including guidelines re symptoms / staying at home.</p> <p>Adult on the door at key times to encourage and monitor good hygiene practice. (Notices visible in reception asking people to use hand sanitizer / wash hands and keep at social distance).</p> <p>Allocated designated area in reception with sanitizer available, health notice and COVID-19 information. E.g. hand washing guidance / symptoms information.</p> <p>Monitoring system devised to record absences linked to potential symptoms for staff and children. Clear guidance given on isolation and recorded as per government guidelines.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature, they should be sent home and advised to follow government guidance.</p> <p>To regularly check government site for updates.</p>	<p>Revised drop off and collection practice – children handed over to a member of staff at entrance. Hand sanitiser used. Children asked to wash hands before going into their allocated area.</p> <p>Children signed in and out in reception area. Always wipe down hand contact areas in reception and maintain a 2-metre social distancing as per government guidelines.</p> <p>Message book used to pass on information to child's allocated area lead person.</p> <p>Children will be collected from the back entrance at the site.</p> <p>All <b>essential</b> contractors confirmed <b>not systematic</b> before attending site, follow government guidance on social distancing, must be managed and supervised when attending site. Heighten hand hygiene procedures to be implemented.</p> <p>All <b>vulnerable</b> staff to be identified using <b>Individual Risk Assessment</b> to assist in determining appropriate control measures.</p> <p>Ensure to contact staff who are self-isolating to check on their welfare and mental health.</p> <p>If a member of staff has helped someone who has become symptomatic – new, continuous cough or a high temperature, they do not need to go home unless they also develop symptoms. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>

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<p><b>Children being cared for passing on COVID-19</b></p>	<p>Vulnerable staff and children / visitors / essential contractors / staff and children infected with virus – mild symptoms to serious health condition (including death).</p>	<p>Adults to supervise children to sanitize / wash hands before entering play area. Staff to teach children good handwashing practice – singing a tune / song that lasts 20 seconds. Promote rigorously with 3&amp;4-year olds. Staff to promote respiratory hygiene and coughing etiquette (visible notices to remind).</p> <p>If a child presents with any symptoms they should be:</p> <ul style="list-style-type: none"> <li>Isolated in a separate room with a closed door with 1 member of staff (maintain 2 metre social distancing if possible) until the parent / carer can collect.</li> <li>Ventilate the room with an open window if possible, a separate toilet from others to be used where possible.</li> <li>Display notice on door of room to inform staff the room will be closed for 72 hours and follow cleaning Risk Assessment.</li> </ul> <p>Outdoor play at regular intervals.</p> <p>Regular handwashing throughout the day (before and after food / before and after bathroom visits / nappy changing / after wiping noses. Tissues disposed of in clinical waste bags.)</p> <p>All resources cleared at end of each day to clean thoroughly.</p>	<p>As per government guideline – check online / call NHS 111 for any clinical concerns. In the event of emergency dial 999, i.e. difficulties with breathing or other serious medical issues.</p> <p>Regularly review government guidance on COVID-19 and amend procedures as required. Any specific questions regarding government guidance for educational settings can be directed to 0800 046 8687.</p> <p>Appropriate PPE to be used by staff where children are symptomatic. Eye protection should be risk assessed based on tasks undertaken. i.e. used if bodily droplets are expelled (child is coughing, vomiting, changing of nappies) etc. If eye protection is reusable, it must be sufficiently cleaned and disinfection as per government guidelines.</p> <p>Staff to have adequate training in the use of PPE to include putting on and taking off PPE.</p>
<p><b>Changing of nappies and toilet training</b></p>	<p>Staff and children infected by the virus</p>	<p>Staff wear disposable aprons and gloves while changing nappies or assisting with toileting.</p> <p>Enhance hand hygiene procedure.</p>	<p>If child is displaying symptoms and there is an increased risk of transmission i.e. diarrhoea staff should wear full PPE including mask, gloves, apron, and eye protection.</p> <p>Changing area must be thoroughly cleaned and disinfected after carrying out personal care.</p>
<p><b>Cleanliness / hygiene within building and areas of provision</b></p>	<p>Staff and children infected with virus</p>	<p>Twice a day, all bathrooms being used to be given a mop and toilets cleaned by staff.</p> <p>All high touch areas (such as bathrooms, door handles, telephones etc) to be cleaned with diluted Milton cleaners before opening daily.</p>	<p>Instigate thorough clean in all rooms on a rota basis agreed with staff. Increased cleaning of surfaces and hand contact areas – door handles, window openers, taps etc.</p>

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		<p>All resources cleaned thoroughly in all areas in all rooms that have been used using anti-bacterial spray.</p> <p>The minimum PPE to be worn for cleaning an area where a person with possible / confirmed COVID-19 is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, consider using protection for the eyes, mouth, and nose, as well as wearing gloves and an apron.</p>	<p>Ensure staff who are cleaning have completed their risk assessment on cleaning with COVID-19 and are following the risk assessment and procedures.</p> <p>Waste from possible cases and cleaning of areas of possible cases (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <li>• Should be put in a plastic rubbish bag and tied when full.</li> <li>• Plastic bag should then be placed in a second bin bag and tied.</li> <li>• It should be put in a suitable and secure place and marked for storage for 72 hours (dated) before putting in waste bins.</li> </ul>
<b>Food / mealtimes safety</b>	Staff and children infected with virus	<p>All staff and children to wash hands observing guidelines before and after sitting for breakfast / lunch / snack. Children to be always supervised.</p> <p>Adults to wear aprons when serving food.</p> <p>Adults to avoid entering kitchen unless on rota.</p> <p>Adults to serve all food.</p> <p>Snacks served in individual bowls.</p>	<p>Walkie talkies will be used by the bubble coordinator and the spare staff member to organise food to be taken to each bubble. This includes breakfast, lunch and after school snack.</p>
<b>Taking and Collecting Children from School</b>	Staff / children infected with virus	<p>Walking bus and minibus – full cleaning of minibuses after each use</p>	<p>Children will be allocated specific colour 'bubble' and highlighted on the register under that colour.</p> <p>Schools with only 8-10 children to be collected will remain together in bubbles, e.g. St Urbans and Chapel Allerton.</p> <p>St Urbans will be collected in Company vehicles. 4 children per bus and staff and children will be asked to wear a mask.</p> <p>Children from other schools will be allocated a colour bubble dependent on their age.</p> <p>Children will be given their allocated colour bubbles in advance and when collected from school given a wrist band to</p>

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			<p>wear to enable staff to easily identify which bubble, they are in.</p> <p>The staff co-ordinator for that bubble will lead their children to the site walking safely with children at a 2-metre distance from each other.</p> <p>Children will be asked to wash and sanitise their hands and will have their temperature taken by their bubble co-ordinator before the register is called.</p> <p>Children will always be encouraged to stay within their bubbles unless using the toilet. Extra staff are on hand to escort children from their bubbles safely and within guidelines to the toilets which will be sanitised after each use.</p> <p>Children will be offered a light snack within their bubble. Each bubble will have their own stations with PPE, cleaning equipment, sanitisers, tissues, and PPE.</p>
<p><b>Contractor Control and Third Parties</b></p>	<p>Staff / children infected with the virus</p>	<p>Contractors sign in and out at each visit and are not left alone.</p>	<p>We tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>We make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Communication taken place with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p> <p>Regular communication via e-mail / Parent app's to ensure any changes in procedure are communicated.</p>