

Name of setting:		Date of this risk assessment: Version:	
Risk being assessed:	This risk assessment will assist <Name of setting> in preventing the transmission of Coronavirus (Covid-19) in the setting.		
Aim:	To support the health and safety of all children, families, staff and visitors.		
Risk assessment to be reviewed on:		Guidelines:	
What are the main methods of limiting the transmission of Coronavirus (COVID-19) at <Name of setting>:	1. Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices	Coronavirus (COVID-19): guidance for schools and other educational settings: Here	
	2. Infection prevention and control through regular cleaning practices	Actions for education and childcare settings to prepare for wider opening from 1 June 2020: Here	
	3. Infection prevention and control through minimising contact and mixing (social distancing)	Coronavirus (COVID-19): implementing protective measures in education and childcare settings: Here	
	4. Infection prevention and control by responding to individuals who are unwell with coronavirus symptoms and avoiding contact with anyone with symptoms	COVID-19: cleaning in non-healthcare settings: Here	
People at Risk:	Staff Visitors	Building size and Description:	

	Vulnerable groups Contractors Children Parents & carers	
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Coronavirus (COVID-19) protective measures risk assessment

This is a sample copy of a generic Risk Assessment for dealing with the current COVID-19 situation in a childcare setting. Whilst it gives examples, it is not likely to cover all scenarios and each employer should consider their own unique circumstances. Please refer to the government guidance to ensure the risk assessment is following the latest advice.

1. Frequent hand cleaning and good respiratory hygiene practices

What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices			
Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.			
Cleaning/washing	Upon entry to the building staff, parents, carers, children and visitors must use antibacterial hand gel available at entry and exit points. <i>(Please be aware of health and safety when dispensing hand sanitizer for young children. It may be necessary to use age appropriate hand sanitizer and to use a pea sized amount under supervision)</i>	We will use signs and posters (for adults and children) to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue which is binned safely. These posters and signs will be displayed <give details here>. Coronavirus (COVID-19): guidance for educational	<Name of person> will ensure that soap dispensers and antibacterial hand gels are full from the start of each day. All staff are informed to direct

<p>hands regularly</p>	<p>Hand washing facilities with running water are in place and fully stocked with soap. Everyone reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly.</p> <p>Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often throughout the session, for example before starting a new play activity and before and after eating.</p> <p>Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>We will remind everyone to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and throw the tissue straight away in the nearest hands free bin. Tissues will be available <give details and include when/how these bins will be emptied to ensure effective sanitation >.</p> <p>Staff teams will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>We will provide learning opportunities for children to learn and practise good hygiene through games, songs and repetition. We will aid children’s understating of good hygiene by using age appropriate visuals.</p>	<p>settings poster</p> <p><i>(Have all adults and children been instructed on how to hand wash effectively and for the correct duration? https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)</i></p>	<p>everyone to use hand sanitiser upon entering the building.</p> <p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.</p>
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What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes/No (Please indicate)

What is the risk rating: High/Medium/Low (Please indicate)

2. Regular cleaning practices

What is the hazard: Risk of Covid-19 transmission through poor cleaning practices			
Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, light switches, chairs, sinks, bannisters and toilets.	We will follow the guidelines: COVID-19: cleaning in non-healthcare settings	

<p>Surface cleaning</p>	<p>Limiting or restricting use of high-touch items and non-easily washable/hard to clean items such as malleable materials. <i>(What will the procedure be for high-touch items such as pens used by adults – will they need to be sterilised after each use? Can you purchase antibacterial pens for adult use?)</i></p> <p>Play resources and equipment will be regularly washed and disinfected <e.g. at the end of each day> using our standard cleaning products. <i>(Where should resources be kept and how can they be kept clean)</i></p> <p>Play resources and equipment will also be cleaned between different groups of children and we will help make sure that multiple groups of children do not use play equipment simultaneously.</p>	<p><i>(Consider where you will get a proportionate supply of soap, anti-bacterial gel and cleaning products)</i></p> <p><i>(Resources should not be shared between home and setting (such as books) unless adequate cleaning regimes are in place to limit the spread of infection)</i></p>	
<p>Sanitation</p>	<p><i>(Plan the location of lidded/touch free bins in key locations for the safe disposal of tissues and other waste. When/how will this waste be removed safely?)</i></p>	<p><i>(Have people undertaking cleaning such as cleaning contractors been instructed with clear safe usage instructions)</i></p>	

What is the Hazard: Risk of Covid-19 transmission through poor cleaning practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes/No (Please indicate)

What is the risk rating: High/Medium/Low (Please indicate)

3. **Minimising contact and mixing (Social distancing)**

What is the Hazard: Risk of Covid-19 transmission through close contact with others

Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Shielded and clinically vulnerable children and young people	<i><Please refer to guidelines:</i> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings		
Shielded and clinically vulnerable adults	<i><Please refer to guidelines:</i> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings		
Traveling to and from the setting	We will consider how staff, parents, carers and children travel to and from our setting and discourage travel on public transport where possible. We will signpost these people to the COVID-19 safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	We will encourage families and staff to walk or cycle to the setting where possible.	
	We will use signage at entry points to remind		

<p>Drop off/pick up times</p>	<p>parents, carers, children or any member of the household that if they have the symptoms of Covid-19 (high temperature or a persistent cough) they will not be allowed to leave their child at the setting.</p> <p>Where possible we will stagger drop off and pick up times <enter details here>.</p> <p>We will provide clear instructions for parents and carers during drop-off and pick-up times that minimise adult to adult contact. <Enter details here, e.g. Parents and carers to drop off/collect their child at the door>.</p> <p><i>(You may wish to think about utilising other access points on the premises, whilst also considering health and safety and safeguarding which are usually kept locked to support a one way system)</i></p> <p>Where possible we will encourage one parent or carer to drop off/pick up their child.</p> <p>Where parents and carers are waiting to drop off or collect their child we will remind them to adhere to social distance guidelines <Give details of how this will be enforced>.</p>		
<p>Small groups or 'bubbles' of children</p>	<p>Children will stay within small groups throughout the session to avoid larger groups of children mixing. <Enter details of how this will be implemented> <i>(for example, settings</i></p>		

together throughout the session	<i>operating within hall spaces, the space will be divided into play areas for each age group attending.)</i>		
Lunches/breaks	<p>Staff lunch and break times will be staggered so as to minimise contact. <Provide details here>.</p> <p>Where possible we will encourage staff to use a designated space outdoors for lunch and break times <Give details>.</p> <p>Children’s lunch/break times will be held within their room/or staggered so as to minimise movement around the setting at the same time.</p> <p>Where space allows staff room seating and tables are to be reconfigured to maintain spacing and reduce face-to-face interactions.</p>	<p><i>(You may wish to provide further details about staff lunch times, e.g. will staff be encouraged to bring their own cutlery/plate/cup from home. How will cleaning be implemented for high-touch items within staff rooms such as a kettle handle or microwave)</i></p> <p><i>(Staff numbers may need to be restricted within Kitchens and staff rooms with the 2 metres social distancing being applied)</i></p>	
Building/premises	<p>A one-way flow through the building to regulate high traffic areas such as corridors to maintain social distancing will be put into action. <i>(Give details e.g. using floor tape to mark areas to help staff and children keep a 2m distance).</i></p> <p>Areas will be kept well ventilated by keeping windows open where possible.</p>		

	<p>We will limit the number of children who use toilet facilities at one time to ensure that toilets do not become crowded. <i>(If you have a number of WC's and sinks in a row, you may wish to block off every other WC and sink to encourage social distancing).</i></p> <p><i>(Where changes are made to the premises to adhere to social distancing guidelines, managers must consider the impact on fire safety so as to ensure that the premises remains safe. Where it is appropriate and possible to do so, consider how you will maintain social distancing during an evacuation and at your assembly points. Refer to your fire risk assessment to ensure that all control measures are fully balanced and considered so as not to adversely impact on fire safety).</i></p>		
Meetings	<p>We will use remote working tools to avoid in-person and face to face meetings. <i>(Give details e.g. using zoom conference calling to hold staff meetings)</i></p> <p>Where meetings cannot be undertaken remotely, participants attending meetings will maintain a 2m separation throughout. Where possible we will hold meetings outdoors or in well-ventilated rooms.</p> <p>Everyone will be discouraged from hand shaking and general personal greetings.</p>		

Visitors	We will Stop all non-essential visitors from visiting the setting, and where possible use remote conference calling instead. Where visitors and contractors are required to visit on site they will be instructed to follow the control measures within this risk assessment.		
Play activities/curriculum	Where possible we will utilise our outdoor space by planning activities outdoors whenever possible. Children will continue to stay in their groups or 'bubbles' during outdoor play activities. <i>(Will you need to divide the outdoor environment to help maintain social distancing e.g. using floor tape)</i> Within the physical environment we will move chairs and tables further apart where possible.	Stop germs spreading with e-Bug resources: https://campaignresources.phe.gov.uk/schools	
Wellbeing	Management will promote mental health & wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help. MIND Coronavirus and your wellbeing Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) Young minds child's mental health during the coronavirus (COVID-19) pandemic		

What is the Hazard: Transmission of Covid-19 through close contact with others

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes/No (Please indicate)

What is the risk rating: High/Medium/Low (Please indicate)

4. **Individuals who are unwell/avoiding contact with anyone with symptoms**

What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell

Control measures

Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.

What is being done to control this risk now?

Can you do anything else to lower the risk further?

Who is Responsible For Implementing These Control measures?

Recognising the symptoms of coronavirus	<p>Ensure that all staff recognise the signs of Coronavirus.</p> <p>The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees).</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p>	
Protective personal equipment (PPE)	<p>PPE should be worn by staff caring for a child who becomes unwell and while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p><i>(You may need to acquire a small amount of personal protective equipment (PPE) if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home).</i></p>	<p><i>(What are the contingency measures in place should a staff member become ill)</i></p>	
An adult develops symptoms of coronavirus whilst on the premises	<p>If an adult becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the staying at home guidance.</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 		

	<p>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Full guidance on what to do if someone develops symptoms of Covid-19 can be found here: What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</p>		
<p>If a child develops symptoms of coronavirus whilst on the premises</p>	<p>If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom</p>		

	<p>should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</p>		
<p>Response if a case of COVID-19 is confirmed at the setting</p>	<p><i>(Please refer to government guidance - Where a child, young person or staff member tests positive, the rest of their class/group within the setting will be sent home and advised to self-isolate for 14 days)</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>		

Testing and tracing	<p><i>Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary) Please refer to the guidance:</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>		
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What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes/No (Please indicate)

What is the risk rating: High/Medium/Low (Please indicate)

Risk assessment method of circulation			
Staff: (for example by email/letter)	Parents and carers: (for example by email/website/social media)	LA/Ofsted: (for example by website)	Other:

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Risk assessment completed by		
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Name:	Role:	Signature:
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Risk assessment authorised by		
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Name:	Role:	Signature:
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