



COVID- 19 – Childcare Risk Assessment Childcare

Health & Safety
Management Document

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COVID 19 V:1

Hazards present which create potential Health & Safety Risks:

(tick as applicable)

Workstations and Seating	<input checked="" type="checkbox"/>	Lone working	<input type="checkbox"/>	Other Hazards (please specify) Viral: Infection/cross transmission of COVID-19 virus: Spread through close contact with transmission between persons by ingestion of others contaminated respiratory aerosols and/or touching of contaminated surfaces transferring virus to own mouth/ nose/eyes.
Slips, trips and falls	<input type="checkbox"/>	Display screen equipment	<input checked="" type="checkbox"/>	
Falling from height	<input type="checkbox"/>	Manual handling of loads	<input type="checkbox"/>	
Transport	<input type="checkbox"/>			

Risk Assessment ID: (Include revision number)	COVID-19 Childcare (insert setting name)
RA conducted by: (List all involved in conducting the risk assessment)	
Signature of the person approving the assessment (incl. name and position)	
Date RA conducted:	00/00/00
Planned review date:	On-going – As required

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons in and around Crackerjack Training.

In every workplace, maintain 2meter social distancing (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.

Reference:

HMG - Keeping workers and clients safe during COVID-19 in close contact services (24-09-20)

<https://assets.publishing.service.gov.uk/media/5ef2889986650c12970e9b57/working-safely-during-covid-19close-contact-240920.pdf>

Gov.uk Guidance - Coronavirus (COVID-19): implementing protective measures in education and childcare settings - Updated 22-09-20

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 28-09-20

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates>

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by assessor/department competent person.



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Priority	Action
Low	Low risk identified - Control measures to be adopted and monitored
Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or readdress the process requirements

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons. (The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)



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Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	High	Medium	Low		Rating Revised – Dec 2020	High	Medium	
RA COVID-19	Entrance to Building Risks: Spread of virus through close contact and transmission by touching of surfaces	a,b,c,d,e,f	✓			2 metre rule at the entrance to the building, along with masks worn in all public areas when learners/staff and visitors are moving around. Hands must be washed as a minimum 20 seconds upon entering the building. All learners/staff/visitors must be asked to sanitise their hands.		✓		Maintain, monitor and regularly review control measures. <ul style="list-style-type: none"> - Admin admit 2 learners/visitors/staff at a time, one to wash hands and the other to wait on designated spot. - Everyone entering the building is reminded to wear a face mask/covering - Learners/visitors/staff then have their temperature taken, and asked questions relating to Covid-19 (regarding testing/isolation/illness)
RA COVID-19	Classrooms & Lobbies Risks: Spread of virus through close contact and transmission by touching of surfaces	a,b,c,d,e,f	✓			Doorways to be limited to one person in and one person out at any one time where possible – users should adopt a ‘give-way’ to persons exiting a room/building whilst adhering to 2 metre distancing. Floor markings will also highlight a waiting area at 2m spacing distance. Waiting areas external to rooms while waiting for entry will be denoted by areas measured out to be 2 metres apart. Hand sanitising points are located in the reception area and in all classrooms. Regular cleaning and sanitising of door handles/stair rails will be conducted. One way system in operation on staff floor.		✓		Maintain, monitor and regularly review control measures. <ul style="list-style-type: none"> - Classrooms have a maximum number of learners allowed at one time. - Learners only to leave rooms at the end of lesson or to use the toilet facilities. - Each room has its own sanitising station. - Daily cleaner who, disinfects classrooms, fittings etc. - Floors marked out with 2 metre distance tap - Desks situated two metres apart.
RA COVID-19	Stairways Risks: Spread of virus through touching of surfaces.	a,b,c,d,e,f	✓			Increased regular cleaning and sanitising of stairways, banisters/handrails is to be included in cleaning routines and reformed cleaning risk assessments.		✓		Maintain, monitor and regularly review control measures. <ul style="list-style-type: none"> - Daily cleaner cleans and sanitises all public areas.
RA COVID-19	Corridors/ Passageways Risks: Spread of virus through close contact and transmission by touching of surfaces	a,b,c,d,e,f	✓			Tape on the stairs lays out 2m rule in place. No one should congregate/wait in the corridors unless waiting to enter classrooms where social distancing must be observed. Social distancing and continual movement through passageway areas should be encourage/maintained. Increased regular cleaning and sanitising of key ‘touch’ areas is to be included in cleaning routines and reformed cleaning risk assessments		✓		Maintain, monitor and regularly review control measures. <ul style="list-style-type: none"> - Floors marked out with 2 metre distance tape - All classrooms are opened at 9am ready for learner arrival and to avoid congestion in corridors - Learners are given start times which are at 5 minute intervals to avoid congestion and maintain distancing - Daily cleaner cleans and sanitises all public areas

Review date: January 2020 V:1



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Hazard Ref No.	Identify	Initial Risk Evaluation	Eliminate/Reduce/Mitigate/Action	Re-Evaluate	Review/Action	
	Identified	Those at risk	Risk Rating	Control Measures	Rating Revised – Dec 2020	Further Actions / Recommendations / Observations



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	Hazards and Associated Risks	Persons at Risk =	High	Medium	Low		High	Medium	Low	
RA COVID-19	Seating Areas Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f A: Employee/Agency B: Student/Young Person/Trainee, C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers				Seating areas will either be removed or identified as 'out of use'. Any seating provided/identified will be positioned 2m apart or positioned/segregated				Maintain, monitor and regularly review control measures. - All classrooms are set up with desks/chairs 2m apart
Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
RA COVID-19	Toilets Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f	✓			Access to all toilets should be a 'one only' basis – one in, one out.		✓		Maintain, monitor and regularly review control measures. - Signage on bathroom doors indicating only one person at a time to enter
RA COVID-19	Signage & Safety Information Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f	✓			Catch-it, Bin-it, Kill-it signage (increase bins) Reminder to increase regular washing of hands for minimum of 20 seconds. Sneeze into bend of arm Information to follow directional signage and abide by corridor & stairs segregation.		✓		Maintain, monitor and regularly review control measures. - Posters displaying hand washing procedures by all sinks - Catch-it,Bin-it, Kill-it signage displayed throughout the building - Sneezing and coughing etiquette information placed around the building - Yellow tape on floor throughout rooms and on stairs demonstrating 2metre rule
RA COVID-19	Ventilation Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f	✓			Natural ventilation should be increased in areas where windows and doors can be opened to increase natural air flow of the area.		✓		Maintain, monitor and regularly review control measures. - Classrooms and staff work rooms to have windows open throughout the day



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	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures	Rating Revised – Dec 2020			Further Actions / Recommendations / Observations
			High	Medium	Low		High	Medium	Low	
RA COVID-19	Cleaning Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f	✓			A full increased cleaning schedule is to be agreed highlighting increased cleaning regime and sanitising of key 'touching areas' that could be infected – seating areas, door knobs/handles, toilets/washroom areas, stairways and stair rails.		✓		Maintain, monitor and regularly review control measures. <ul style="list-style-type: none"> - Schedule and checklist kept in Admin office on clipboard for daily use by cleaner - Maintain availability of hand gels and sanitising sprays in specified areas/sanitising stations



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Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated 17th Sept 2020

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a person 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 and needs of the person, 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.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the person 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). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

If a person is boarding in Halls of Residence shows symptoms, they should initially self-isolate in their residential setting household. Most students will benefit from self-isolating in their Flat so that their usual support can continue. Others will benefit more from self-isolating in their family home. For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the guidance on isolation for residential educational settings.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf