

## Risk Assessment

### Melbourn Playgroup and Out of School Club

Hazard:
The spread and transmission of coronavirus (Covid -19)
People at risk from the hazard (e.g., Staff, children, everyone)
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• Families of children and staff</li> <li>• Local community</li> </ul>
Controls in place to reduce risk:
<b>Workforce contracting Covid-19 – Testing, Vaccinations and face coverings</b>
Staff are encouraged to take up vaccination and boosters and will be given the opportunity to attend appointments where practical if needed.
<b>Children and staff travelling abroad</b>
Staff members should notify the setting if they are planning to travel abroad so contingency plans could be put in place should they need to self-isolate on their return. Children and staff members travelling abroad should follow the current government guidance on self-isolation on return.
<b>Outbreaks</b>
It would be considered an outbreak at the setting, if the number of positive cases within 10 days, among children or staff who have mixed closely: Increases rapidly or 5 cases or 10% of the cohort or a single hospitalisation or death due to Covid-19. In the case of an outbreak, support will be asked for from the Local Authority (LA) if necessary and advice followed. The setting will implement appropriate mitigations from their outbreak management plan. This could include wearing of face coverings or reinstating LFD testing for staff.
<b>Hygiene</b>
Children and adults to wash hands at regular points through the day. Hand washing facilities available with soap and water and hand sanitiser available too. Paper towels to be used for drying hands. Children to be taught by adults how to wash hands. All adults (including visitors) and children to wash hands for 20 seconds: when arriving and leaving setting, before eating, after coughing and sneezing, after going outside and after going to the toilet. Promote good respiratory hygiene - Children and adults to follow the 'catch it, bin it, kill it' approach and then wash hands.
<b>Cleaning</b>
Areas used for eating will be cleaned before and after use. A cleaning schedule will be drawn up and shared with all working staff. If anyone with suspected coronavirus (COVID-19) has been in the setting, cleaning will be carried out immediately after they have left. Bin to be emptied once a day. The setting will be cleaned at the end of playgroup and MOOS sessions.
<b>Ventilation</b>
Windows and/or doors will be kept open as much as possible to ensure good ventilation. Use of CO2 monitors in both rooms will be used to ensure the rooms are well ventilated.

<b>Child or staff member displaying symptoms of Covid-19 whilst in the setting</b>	
We will ensure all staff are aware of the symptoms of Covid-19. Any staff or children displaying symptoms will be sent home and advised to access a PCR test.	
<b>Food and Drinks</b>	
No food will be prepared on site and consumed by the children (unless in exceptional circumstances e.g., a child comes without food for lunch and the parents are unable to drop any food off, we will prepare food following all the safety guidelines, for the child.) Parents/carers will provide their children with a snack. Children will drink only drinks provided from home in their lunches or from their own water bottles. We will refill water bottles if needed.	
<b>Children or staff with suspected Covid-19 symptoms</b>	
Any child or adult with symptoms of Covid-19 will not be able to attend the setting and will be advised to access a PCR test.	
<b>Children or staff who test positive for Covid-19</b>	
Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.	
<b>Clinically vulnerable, Extremely Clinically vulnerable or Pregnant Women</b>	
All children who are clinically vulnerable or extremely clinically vulnerable should attend the setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or specialist not to attend. Any staff or children who are clinically vulnerable, extremely clinically vulnerable or pregnant women will have an individual risk assessment identifying suitable control measures to keep them safe at the setting.	
<b>Visitors to the setting</b>	
Professionals supporting children with SEND will be allowed to enter the setting. Tours of the setting for new parents will be mainly done out of hours. A record of any visitors will be kept. Parents/carers may be allowed in the setting but this will be risk assessed and contingency plans put in place if covid cases rise in the area or in the setting.	
<b>Additional controls put in place</b>	
Parents will be kept fully up to date and informed of all guidelines, advice and safety information as necessary. Staff to read all risk assessments and to be given regular guidance as necessary. Management team to keep up to date with all current Government advice and guidelines as they are updated. Accident forms and Existing injury forms and any communications will be emailed. Parents will be asked to email any existing injuries into the setting. Information about Covid secure arrangements will be included in the induction for new staff.	
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Assessment carried out by:	Claire Armstrong, Gill Collingbourne, Nikki Cross, Jennie Riggs and Natalie Youdan
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