

COVID-19 RISK ASSESSMENT

This is a live document and is updated regularly. Recent updates / changes will be highlighted in yellow. Latest update was 13th October 2020.

This risk assessment is to assess the risk of spreading Covid-19. The most likely risks are as a result of being unable to keep 2m apart or touching surfaces which have been infected by others.

Preventing the spread of coronavirus involves preventing:

- Direct transmission - eg when in close contact with those sneezing and coughing
- Indirect transmission - eg touching contaminated surfaces.

The aim of this assessment is to identify hazards and reduce the risk of staff, clients, volunteers or other visitors in the building becoming infected with and/or spreading the virus.

Keeping our staff, clients and anyone else in the building safe is our utmost priority.

Staff must follow government guidance and not come to work for 14 days if they have any virus symptoms (a cough, a temperature or a loss of smell and taste) or if they live with anyone that is showing symptoms. If any individual develops symptoms whilst in the office, they are to be sent home immediately. Staff are encouraged to apply for a test if they have symptoms via the [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus). If a staff member tests positive for Covid-19, any other members of staff they have been in contact with in the past 48 hours will be asked to self isolate for 14 days. Any clients or children that have been in contact with this member of staff will be advised and should follow the government guidance and self isolate for 14 days. Anybody testing negative can return to work immediately. The antibody test is not available to individuals other than NHS staff. Current advice indicates that a positive test does not mean that you are immune and therefore such testing will not form part of our safety measures.

All individuals including children entering our building will be asked to give a temperature test. Anyone with a temperature above 38C will not be allowed into the building. Anyone that does not wish to have their temperature taken will not be allowed into the building.¹

Staff should take appropriate precautions when travelling to and from work and avoid public transport if possible.

Clinically extremely vulnerable individuals are advised not to work outside the home. Clinically extremely vulnerable individuals have a serious underlying health condition which puts them at very high risk of severe illness from coronavirus and have been advised by their clinician through a letter.

Clinically vulnerable individuals, for example, people with some pre-existing conditions, should take extra care in observing social distancing and should work from home where possible. Pre-existing conditions including being aged 70 or over, under 70 with an underlying

¹ Government guidance states that routine testing of an individual's temperature is not a reliable method of identifying coronavirus.

health condition (anyone instructed to get a flu job each year on medical ground), chronic respiratory diseases (eg asthma, COPD, bronchitis, emphysema), chronic heart, kidney, liver disease, chronic neurological conditions (eg Parkinson's, motor neurone disease, MS, cerebral palsy), diabetes, weakened immune system, being seriously overweight, pregnant women. If clinically vulnerable individuals cannot work from home, they should be offered the safest available on-site roles, staying 2m away from others wherever possible, although an individual may choose to take on a role that does not allow for this distance.

UPDATE AS OF 4TH JULY 2020

People should still maintain a 2m distance where possible. If not possible people should keep 1m apart plus use mitigating procedures, for example, avoid facing each other, reducing the number of people in enclosed spaces, good ventilation, use of protective screens and face coverings, providing hand sanitiser, changing working patterns so staff work in set teams.

As of 1st August 2020 anyone shielding is advised they can return to work with appropriate precautions.

All children and young people identified as clinically extremely vulnerable individuals should continue to shield until 31st July. A discussion with a medical professional is needed before any child or young person is removed from the shielding list.

LOCATION: 9a George Street West

ACTIVITY: Phase 1 (staff only)

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
<u>Preparation of building</u>					
We must ensure that we start from a clean and safe starting point with regards to the building.	Weekly cleaning prior to lockdown.	We propose to do an initial deep clean prior to reopening the building using the existing cleaner. Cleaner to be provided with appropriate PPE. Further regular cleaning will then take place each Weds and Sat / Sun.	Bridget, Nicky	w/c 3 rd Aug	Yes
It will not be clear to staff and/or clients what the expectations are in relation to distancing, working practices and cleanliness.	Regular communication with staff via daily check ins, emails etc.	Appropriate signage to be displayed prior to the building reopening. Childcare and women's services to create and issue a summary document to give to clients.	Nicky, all staff	w/c 3 rd Aug w/c 17 th Aug	Yes

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Unused equipment may have become unsafe, eg hot water tap.	None	Communication to be disseminated to clients via social media, consider using videos. Hot water tank just needs to be emptied and refilled.	Nicky	w/c 3 rd Aug	Yes
Can staff manage to work from multiple locations ie their home and the office, eg access to laptops, chairs etc	None	Discussions to take place between staff and any potential issues to be raised.	All staff	w/c 3 rd Aug	Yes
<u>Entering and exiting the building - staff and visitors (incl deliveries)</u>					
High contact surfaces might become contaminated - front door, door handle, exit button, alarm.	Regularly disinfecting surfaces.	Where possible use of remote control to set and unset the alarm (there are 3 remote controls). Each individual wipes surfaces upon entering and exiting the building. Wipes / blue towel need to be positioned in hallway by the door with a bin. Each member of staff sanitises their hands upon entering the building.	All staff	Ongoing	
Difficulties in keeping 2m distance when arriving and leaving at the same time.	None.	Everyone to keep an eye on people going into the building and not enter together.	All staff	Ongoing	
Using one signing in sheet and pen.	None.	Use excel spreadsheet located on Teams so everyone updates when they arrive / leave	All staff	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Cigarette / comfort breaks	None.	and it can be accessed via mobile outside of the building if necessary. Childcare will keep their own records. Encourage staff to use the garden for breaks when there are no children - maximum two people at a time (socially distancing). No mobile phones in garden when childcare are in. Anyone leaving for a cigarette must go out the front of the building and needs to follow hygiene procedures. Only one person at a time.	All staff	Ongoing	
<u>Reception (incl post, photocopying / printing)</u> Incoming post / deliveries might be contaminated. Opening and passing post between individuals.	Hand washing.	One member of staff picks up post / deliveries and wipes with anti-bacterial wipes before opening and washes their hands after handling and/or wears gloves. Delivery staff not to enter the building. Deliveries need to be kept to a minimum, essential only.	One member of staff from each team to be identified.	Ongoing	
Multiple people using the photocopier presents a high risk of passing on the virus.	None.	Each member of staff to wipe the keypad and any surfaces they've touched on the photocopier after use. Only one person at the photocopier at a time. Staff to use pin code to print to ensure that papers do not get mixed together.	All staff Denise to refill when necessary.	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Reception desk is within 2m of photocopier.	None.	One person to be responsible for refilling copier. Floor markings to mark out what distance is required from desks and photocopier. Move photocopier to other corner of the room.	Nicky will mark out. All to comply with social distancing.	w/c 3 rd Aug	Completed
If multiple people use the internal door buzzer there is a high risk of spreading the virus.	None.	Any individual who does touch the buzzer must wipe the handset after each use.	All staff	Ongoing	
Visitors entering the building (to deliver items or do maintenance) present a risk of being closer than 2m apart or contaminating surfaces.	None.	Deliveries / maintenance visits should be minimised with only essential items / jobs taking place. Visitors to the office will be informed of the need to keep 2m apart. Visitors completing essential maintenance to attend during times when staff are not present if possible. Any staff dealing with visitors to be offered face masks / coverings.	All staff	Ongoing	
Provision of first aid.	PPE is provided.	Only trained first aiders to administer first aid and only in an emergency. Where possible individual to self administer. Staff to be provided with full PPE. ²	All staff	Ongoing	

² More information regarding first aid during Covid-19 pandemic can be found here: <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Handling donations such as clothes	Clothes are checked before being put out	Clothes will not be on display but agreed we can still accept donations, but these need to remain in the bag untouched for 72 hours.	All staff	Ongoing	
Emergency procedures.	None.	Staff to follow fire procedures in the event of an emergency and maintain distance where possible.	All staff	Ongoing	
<u>Moving around the building</u>					
The corridors are narrow and will make it difficult to keep 2m apart.	Regular cleaning.	Minimise the number of staff present in the building at any one time. Staff to maintain 2m distance from each other at all times - only one person in the hallway at a time. Posters reminding people to keep 2m apart to be displayed. Staff to make their presence known when moving around the building especially in hallways.	Nicky to implement work rota. All to comply with social distancing.	w/c 3 rd Aug	Completed
Internal doors and stair handrails will be touched by multiple people.	Regular cleaning.	Any internal doors which can be left open to be propped open to minimise contact. Staff to be provided with their own hand sanitiser and encouraged to wash their hands regularly for at least 20 seconds. Cleaning to be increased from once weekly to twice weekly when staff not present. Suggested mid week and weekend.	All staff Cleaner	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
<p><u>Communal spaces (incl kitchen & toilet facilities)</u> Staff are unable to keep 2m apart when in the kitchen.</p> <p>Tea / coffee making facilities (hot water tap, cutlery, tea/coffee, fridge, milk, microwave, toaster etc) present as a high risk of spreading the virus between staff.</p> <p>Toilet facilities present as an opportunity for spreading the virus.</p>	<p>None.</p> <p>Weekly clean.</p> <p>Weekly clean.</p>	<p>Only one member of staff in the kitchen at any one time. Staff should not make each other drinks.</p> <p>Staff to use their own mugs and cutlery and wash up after use. No washing up to be left in the sink. Staff to wipe down surfaces they have touched including hot water tap and wash hands before eating. Individual tea / coffee supplies will be provided to each individual. Shared milk in the fridge must be wiped after use.</p> <p>Staff must wipe toilet facilities after use, with particular attention to flush, toilet seat, door handle, lock and taps. Wipes / blue towel to be provided in the toilet. Wipes are not to be flushed down the toilet. Bins to be emptied regularly. Staff to be provided with PPE in order to remove bin bags. Staff to be issued with PPE guidance. Posters reminding staff to clean surfaces to be displayed.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><u>Workstations</u></p> <p>Sharing desks / phones / stationery would present a</p>	<p>Most staff have their own desks.</p>	<p>Staff to sit at their allocated desk and not share phones or stationery.</p>	<p>Nicky to allocate desks.</p>	<p>w/c 3rd Aug</p>	<p>Completed</p>

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
high opportunity to spread the virus.		Staff to wipe down their individual workstations daily. Rubbish bins to be emptied regularly. All bins will be lidded pedal bins. Gloves to be provided to handle bins. Staff to keep their own pens, pencils etc, (suggested they keep them in their own pencil case). Staff to have their own sanitiser at their desk.	All to comply with social distancing.		
Utilising all the desks would prohibit staff from keeping 2m apart.	None.	Maximum desk usage: Downstairs: 2 in the main office (sitting diagonally opposite), 1 in the small downstairs office, 1 in reception (with a view to add another if necessary), 2 in Sapphire. Upstairs: 1 in CEO office, 1 in upstairs office, 1 in Sapphire. Client facing staff to be prioritised in the office on Mon, Tues, Thurs and Fri.	All staff	w/c 3 rd Aug	Completed
Staff might be easily distracted if having phone contact with their clients.	All staff members have headphones with noise reduction.	None.	All staff	w/c 3 rd Aug	Completed
Enclosed office space presents higher risk of virus spreading.	Encourage ventilation, opening windows where possible.	No fans to be used in shared rooms. Internal doors to be left open where possible.	All staff	Ongoing	
<u>Staff meetings</u>					
	None.		All staff	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Staff would be unable to keep 2m apart if in the same room.		All staff meetings to take place over zoom / Microsoft teams / telephone. Staff to keep 2m distance during any face to face communication. Where face to face communication is necessary, staff to be encouraged to have discussions with 2 people in the garden (when no children).			
External meetings	None.	Staff not to attend face to face professional meetings. Staff to join via phone or video call.	All staff	Ongoing	
Supervision with line manager.	None	Supervision with line manager to continue over the phone.	All staff	Ongoing	

LOCATION: 9a George Street West

ACTIVITY: Phase 2 (clients attending for appointments)

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
<u>Entering / Exiting the building (clients, visitors)</u>					
If visitors arrive or leave at the same time there is an opportunity to spread the virus.	None.	Stagger appointment times for clients to ensure people arrive / leave at different times. Clients shouldn't enter together. Clients not to be allowed into the building before their appointments times to avoid waiting in reception. Clients to be reminded not to let others through the door behind them.	All staff	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
High contact surfaces might become contaminated - front door, door handle, door buzzer, exit button.	Regular cleaning.	<p>Clients to attend on their own. If an advocate is needed the appointment will need to happen remotely.</p> <p>Clients to use hand sanitiser upon entering (sanitiser will be placed in the hallway). Posters to remind clients to use sanitiser to be displayed.</p> <p>Clients will need to be escorted out of the building and practitioners wipe exit button, door handle and external door buzzer.</p>	Clients, all staff	Ongoing	
People presenting with Covid-19 symptoms	Anyone with symptoms should not attend the office.	Anyone presenting with symptoms will be given a face mask and asked to leave immediately. The area that the client has had contact with should be cleaned using full PPE (apron, mask, gloves). All cloths used to clean will be disposed of by double bagging, stored securely for 72 hours and then thrown in the usual rubbish outside. If there is any doubt about a client showing symptoms they should be asked to leave.	All staff	Ongoing	
Professional visitors, joint appointments / meetings	None	Initially we will not be allowing individuals from partner agencies to access the building. This will be reviewed once we've established our own safety routines. There will be no professional meetings initially.	Nicky to communicate	w/c 3 rd Aug	Completed
Using one signing in sheet and pen present a high risk of passing on the virus.	None.	Only pre-booked appointments. Staff to complete excel spreadsheet when client arrives / leaves.	All staff	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
<u>Reception</u>					
Too many people in reception would make it difficult to keep 2m apart.	None.	Numbers of clients in the building to be limited at any one time. Prioritise face to face appointments for only those that are considered to be most in need. Practitioners to identify and discuss with Karrina which clients are high need. Practitioners to consider where it might not be appropriate for clients to attend in person, for example, where there are health vulnerabilities, travel on public transport would be necessary, ability to comply with restrictions etc. No one to be waiting in reception. Temporary screen in front of reception desk.	Karrina, all staff	w/c 17 th Aug	Completed
Communal computer in reception presents opportunity to spread virus.	None.	Communal computer to be disabled temporarily.	Nicky	w/c 17 th Aug	Completed
Donated clothes on display present opportunity to spread the virus.	None.	Clothes to be removed temporarily.	Nicky	w/c 17 th Aug	Completed
Leaflets / information to take away could present opportunity to spread the virus.	None.	Leaflets / information to be provided on request / as needed. Leaflets will be removed out of sight.	Nicky	w/c 17 th Aug	Completed

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
<p>Room booking diary presents opportunity to spread the virus.</p> <p>Clients dropping in would make it difficult to manage the number of people in the building.</p> <p>Reimbursing fares will present opportunity to spread the virus.</p>	<p>None.</p> <p>None.</p> <p>None.</p>	<p>Excel spreadsheet to be used to book clients and children for appointments.</p> <p>No unscheduled appointments. If clients buzz the door without an appointment, we will explain that we are only having pre booked appointments. Details to be taken and client to be called. If a new client attends in an emergency (eg fleeing DA) they will have to remain outside. If unsafe to do so, we will advise them to go to the Police station. We will establish needs and try to assist, either asking them to wait outside or taking a number to contact them.</p> <p>Paperwork completed by practitioner using gloves at the end of the appointment.</p>	<p>Denise, all staff</p> <p>All staff</p> <p>Denise, all staff</p>	<p>w/c 17th Aug</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Completed</p>
<p><u>Group sessions</u></p> <p>Large number of clients with 2 staff members in a group room would make it impossible to keep 2m apart.</p> <p>Clients arriving at the same time for a group would make it difficult to keep 2m apart.</p>	<p>Regular cleaning.</p>	<p>No face to face groups to be run. This will be reviewed regularly. In the meantime online / virtual groups to be explored.</p>	<p>All staff</p>	<p>w/c 17th Aug then reviewed regularly</p>	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Longer appointments heighten risk.					
<p><u>121 sessions</u></p> <p>The use of some rooms would make it difficult to keep 2m apart. Upstairs rooms increase the opportunity to come into contact with others or touch surfaces.</p> <p>121 sessions would create opportunity for staff and clients to be facing each other.</p>	<p>None.</p> <p>None.</p>	<p>Amber and Sapphire rooms not to be used for seeing clients due to their locations and size. Only Turquoise and Onyx rooms to be used to see clients, maximum of 2 people in a room unless authorised by Karrina.</p> <p>Extra chairs to be removed, sofa to be turned around. Tape on the floor to set out seating areas to maintain 2m distance, chairs to be positioned diagonally. Practitioners to limit appointments to 45 mins with 15 minutes left between room bookings to clean the room after every appointment. Total slot time is 1 hour 15 mins. Doors to be left open to group rooms unless in use. Clients to go straight into the room as directed by Denise or other person answering the buzzer. Practitioners will join them, shut the door and conduct the appointment. Once completed, the practitioner leaves, wedges the door open and escorts client from the building, keeping 2m distance. Practitioner then wipes main door and exit button and cleans</p>	<p>All staff, Karrina</p> <p>Nicky, all staff</p>	<p>Ongoing</p> <p>w/c 17th Aug</p>	<p>Completed</p>

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Use of shared resources when in session, booklets, paperwork etc	None.	the room (including wiping the chair and any other hard surfaces the client / staff member has touched). Wipes / blue towel and bin to be provided in each room. Practitioners have their own sanitizer. Staff to wear PPE when cleaning room. Clients have their own resources and these are not to be left in the office, unless there are safety reasons they can't take them home. Consent form will need to be either shared remotely (email / WhatsApp) and consent given in email or message or signed in person using gloves.	All staff	Ongoing	
Minimal staffing levels need to be maintained for safety.	Staffing levels coordinated amongst team.	There will only be 2 clients attending at any one time, so this should be manageable.	All staff	Ongoing	
<u>Moving around the building</u> Internal doors create opportunity to be close to others and spread the virus through touching surfaces. Corridors are narrow.	None.	Clients' movements will be limited to hallway and Onyx and Turquoise rooms.	All staff	Ongoing	
<u>Communal spaces (incl kitchen & toilet facilities)</u> Clients are unable to keep 2m apart when in the kitchen.	Regular cleaning. Disposable cups.	Clients will not be permitted to use the kitchen. Clients will be encouraged to bring	All staff	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Tea / coffee making facilities (hot water tap, cutlery, tea/coffee, fridge, milk, toaster etc) present as a high risk of spreading the virus between clients and staff.		their own drinks in their own bottles / cups. In exceptional cases clients can be offered water and the practitioner to obtain whilst maintain social distancing.			
Food donations.	None.	Food donations will be unavailable.		Ongoing	
Toilet facilities present as an opportunity for spreading the virus.	Regular cleaning.	Clients are not permitted to use the toilets unless there is a health reason. If a practitioner allows a client to use the downstairs toilet (in exceptional circumstances only) they will need to clean after the client has used it. Staff will be provided with PPE (gloves, apron, mask) where this is necessary.	All staff	Ongoing	

LOCATION: 9a George Street West

ACTIVITY: Phase 3 (childcare)

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
<u>Entering / Exiting the building (clients, visitors)</u> High contact points - buzzer, door handles, Clients with buggies going through the office. Staff helping clients with buggies	Regular cleaning	Mums dropping children off to enter and exit by the back gate. The back gate must have automatic buzzer access.	All staff	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
into the building up the step - touching buggy and being close to child / client.		Staff member signs in child in the register, staff to wear gloves when handling paperwork. Mums can enter the playground to handover their children but will be asked not to enter inside the childcare room. Mums can stay in the playground to settle their children. Contact points will be cleaned by staff after each person has left including back door buzzer, exit button, door handle etc. Mums will be reminded not to let others into the building behind them.			
<u>Childcare setting</u>					
Children may be anxious having been away from the childcare setting for a while and leaving their mums.	Reassurance offered by staff.	Videos to be shared with mums and children showing staff and setting to help prepare them. Consider methods to familiarise children with PPE. Practitioners may need to discuss with clients the need for extra time to settle children before their appointment.	All staff	w/c 7 th Sept	Completed
Shared toys create opportunity to spread the virus.	Regular cleaning.	Toys that are not easily cleaned to be temporarily removed from childcare. Propose that each child has their own toy tub to ensure that no toys are shared.	All staff	Ongoing	
Children are likely to be in close contact with potentially risky surfaces, eg floor, toys etc.	Regular cleaning	Carpets to be steam cleaned daily by childcare staff. Encourage children to wash their hands as soon as they arrive. No soft toys, play dough, sand or water activities.	All staff	Ongoing	

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
It is difficult to enforce 2m distance between children who are in childcare at the same time.	None.	Staff to thoroughly clean surfaces once children have left. Usual cleaning products such as detergent and bleach are sufficient. 3 members of childcare staff at any one time. As per government guidance for registered early years settings, normal child to adult ratios can be implemented.	All staff	Ongoing	
Difficult to maintain 2m distance between staff and children for example if needing to change nappy, offer comfort etc.	None.	Children must be booked with childcare before appointments. Still need to have appointment slots which match women's service slots to make time for cleaning. Childcare to make use of the outside space as much as possible and use windows for ventilation. Where children are from separate households it is suggested that where possible we have a 'mover' and 'non mover' to minimise the chances of contact between the children.	All staff	Ongoing	
Various necessary activities may bring staff into close contact with children, eg changing nappies, feeding, first aid.	Staff already use appropriate PPE and maintain appropriate hygiene practices.	Staff to use PPE when changing nappies, administering first aid etc. ³ Mums will be asked not to send their children with their own toys or comforters.	All staff	Ongoing	

³ Government guidance (Safe working in education, childcare and children's social care settings, including the use of PPE) suggests that staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2m from others as long as the child is not showing symptoms.

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Children presenting with symptoms.	None.	Staff to wash their hands (for 20 seconds) regularly, particularly after close contact with others. Staff to avoid touching their mouth, eyes and nose. Practitioners to discuss with mums about vulnerable children (who have significant health needs) and whether it's appropriate they come in and if they are accessing any other childcare setting. ⁴	All staff	Ongoing	
Through the natural course of looking after young children it is hard to	None.	If a child should develop symptoms during their time in childcare, staff to alert mum and ask her to return and to be asked to leave the building as soon as possible. Staff to take immediate precautions utilising PPE and distancing where possible. ⁵ Staff to discuss with mum about getting the child tested. Child will need to have a negative test before being allowed to return to childcare. Staff to be assigned to one child per session and wash hands / use hand sanitiser regularly.	Linda, all staff	Ongoing	

⁴ Government guidance (Actions for early years and childcare providers during the coronavirus outbreak) suggests that vulnerable children continue to be encouraged to attend where it is appropriate. Children who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and should not attend. Children who are too young to be able to understand and adhere to instructions on stringent social distancing and live in a household with someone who is extremely clinically vulnerable and shielding are advised not to attend. Government guidance suggests that children should attend just one childcare setting wherever possible.

⁵ Government guidance indicates that the staff member who has helped someone who has symptoms does not need to go home unless they develop symptoms themselves.

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
<p>remain 2m away from children in your care.</p> <p>Paperwork</p>	None	<p>Staff to be put into 2 teams. Children should attend on the same times to minimise contact with different members of staff. Where children may need to attend to see staff from Team A and Team B (for example mum seeing ETE officer). Appointments across teams to be spaced out with at least one week in between.</p> <p>Only one member of staff per day to complete evaluation forms. Where possible staff to leave cupboards unlocked to reduce touching keys, door handles etc. Staff to use gloves when completing paperwork.</p>	All staff	Ongoing	
<p><u>Playground</u></p> <p>Outside toys could present opportunity to pass the virus between children.</p> <p>Safety of playground might be compromised whilst using back gate as entry / exit point.</p>	<p>None.</p> <p>None.</p>	<p>Staff to limit the usage of outside toys, no sharing amongst children of different households, all outside toys to be cleaned after use.</p> <p>The internal gate to be shut, but unlocked when staff are present. Another CCTV camera to be placed over looking the alleyway.</p>	<p>All staff</p> <p>Denise (cctv), all staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><u>Moving around the building</u></p> <p>Children and mums moving around the building presents opportunity to spread the virus.</p>	Regular cleaning.	Mums and children will enter and exit childcare through the back gate minimising the movement around the building.	All staff	Ongoing	
<u>Food and Drink</u>					

What are the hazards	Existing Precautions	What further action is required?	Action by whom?	Action by when?	Completed
Preparing and eating food presents a risk of spreading the virus.	Regular cleaning.	Children will be in childcare for a limited period of time and therefore should not need to eat. No food to be provided. This will be reviewed. Mums will be asked not to send their children in with snacks. Water can be provided in a child's own bottle / cup.	All staff	Ongoing	
<u>Childcare toilet facilities</u> Use of facilities by children and where necessary the staff needing to help children presents a risk.	Regular cleaning, appropriate hygiene practices by staff.	Staff to wipe the toilet facilities after each child has used them, including door handles, taps, seat, flush. Staff to use appropriate PPE. To consider putting up a divider between the sinks in case 2 children are in the toilet at any one time. If staff need to help children they should wear appropriate PPE. Staff to open windows for ventilation.	All staff	Ongoing	