

RISK ASSESSMENT (RA)

Organisation:	YMCA THAMES GATEWAY				RA Reference Number:	COV002	Date:	03/06/2020
RA Type:	Location	x	Equipment	x	Details of RA type:	Covid-19 & Re-building of YMCATG Services: Pre-school Romford		
	Substance		Activities	x				
RA Part 2 - Personal Protective Equipment Assessment Sheet required and attached:				Yes		No	x	Task Specific Training Required: Yes
Persons Affected (consider this in your assessment)								
YMCA Staff or Volunteer		x	Service User		x	Child or YP Under 18		x
Agency workers		x	General Public			Expectant Worker		
Contractors		x	Visitors		x	Disabled Person		
Other (Please specify):								
		IMPACT						
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	Factor	
LIKELIHOOD	1 Remote	1	2	3	4	5	Low Risk	No Further Action/Control's required
	2 Unlikely	2	4	6	8	10		
	3 Possible	3	6	9	12	15	Medium Risk	Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level
	4 Probable	4	8	12	16	20		
	5 Highly Probable	5	10	15	20	25	High Risk	Unacceptable Risk, Re-Assess to eliminate / reduce risk to low / med

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
Staff members working at the setting.	<ul style="list-style-type: none"> Staff showing signs of Covid-19 symptoms. High number of staff in the setting at any one time. Staff socially interacting outside of setting hours and not following national guidelines. Practitioners not being aware of and/or not following setting safe operating procedure and all measures being taken to ensure the safety of the children and themselves. 	4	5	20	H/R	<ul style="list-style-type: none"> Consideration should be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day. All staff outside of setting hours, should minimise social interactions, as per the latest Government/national guidelines. Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. Staff to complete available virtual college relating to COVID-19. Certificates to be presented/emailed before returning to work. Staff may need to self isolate for 14 days if contacted by a NHS Clinical Contact Caseworker (Track and trace) 	1	5	4	L/R	Staff to enter the building in own cloths and change uniform prior to starting work

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Staff members working at the setting. (Continued)	Staff members understanding on infection control and Covid-19, as well as the standard operation procedure and risk assessments within which they will be operate.	4	5	20	H/R	<ul style="list-style-type: none"> Staff will not travel to work in uniform, but change on arrival at the setting Staff to wear clean clothes daily Staff to be vigilant on health and stay away if unwell and current Government/national guidance to be followed. Information on Coronavirus testing can be found at https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested All staff will have access to a test if they display symptoms of coronavirus and are to be encouraged to get tested. Staff to receive a copy of H&S COVID-19 Policy Adjustments' and risk assessment documents before return. All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate. Office space- will be cleaned between use/ only one in the office at a time 	1	5	5	L/R	

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Children within the setting.	<ul style="list-style-type: none"> Children showing signs or symptoms of Covid-19. Families may not be truthful about household health First Aid Provision 	4	5	20	H/R	<ul style="list-style-type: none"> Only children who are symptom free or have completed the required isolation period attend the setting. On arrival at the setting, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature, a persistent cough, or change/loss to normal taste and/or smell). Temperature checks may be conducted during the day with a temperature greater than 37.8° will not be permitted to attend the setting. We are relying on the honesty of all parents. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until after the 7-14 day isolation period has finished or a negative test result has been confirmed. Children who have had paracetamol/ibuprofen prior to coming into the setting will not be permitted to attend All staff should hold current PFA certificate, with at least one member of staff per "bubble" on site who holds a current PFA Certificate 	1	5	5	L/R	

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Children within the setting. (Continued)	<ul style="list-style-type: none"> Toys, teddys or blankets (or similar) being brought in from home. Washing hands thoroughly whilst at the setting. Children touching their face, eyes, nose and mouth. More than 1 family member dropping off/collecting. Families not telling us children have had medication before coming to the setting. Children not understanding the steps they can take to keep themselves safe. Children's well-being. Children attending if unwell. Applying sun cream and other creams (e.g. eczema creams, nappy creams) 	4	5	20	H/R	<ul style="list-style-type: none"> Children should wear clean clothes daily. Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. No personal items brought from home to be allowed within setting. Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19. Staff need to ensure they are aware of children's attachments and their need for emotional support at this time. Children should not attend if unwell, even if not Covid-19 related. Sun cream, nappy creams and other creams (e.g. eczema creams) will continue to be applied, but with enhanced hygiene measures in place. 	2	5	10	M/R	

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Physical/Social distancing	<ul style="list-style-type: none"> Children mixing with others and larger groups. Care routines and mealtimes. Communal internal spaces. Outdoor spaces. Staff mixing with different group. Physical distancing during play and learning. 	5	4	20	H/R	<ul style="list-style-type: none"> Children will be organised into small groups of attendance, wherever possible these small groups or “bubbles” should not mix during the week. (EYFS Ratios to be maintained) A cap on total numbers of children attending setting to ensure appropriate ratios and social/physical distancing of bubbles may be required Care routines including bathroom usage and provision of snacks should be within the space allocated to each “bubble” and staggered wherever possible. The use of communal internal spaces should be restricted as much as possible. Outdoor spaces should be used by different “bubbles” at different times of the day to help avoid groups mixing. Staff to be allocated to each group and mixing of adults to be avoided unless necessary. Social distancing is virtually impossible for children within early years. Therefore, staff will be encouraged to exercise judgement in ensuring the highest standards of safety are maintained. 	1	3	3	L/R	

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Physical/Social distancing (Continued)	<ul style="list-style-type: none"> Staff break times Nursery office areas Training and meetings amongst staff Ventilation Fire Drill 	3	4	12	M/R	<ul style="list-style-type: none"> Social distancing must be maintained during breaks. Staggered breaktimes for staff Staff members should avoid physical contact with each other including handshakes, hugs etc. Where possible, meetings and training sessions will be conducted through phone or video conferencing, or smaller meetings where at least a 2-metre distance can be maintained. Staff are to also be mindful of having limited occupancy within the office areas. Appropriate signage to be used to act as a reminder to staff Adequate ventilation should be maintained by ensuring windows are open where possible Addendum to Fire Drill Procedures to ensure physical/social distance is maintained during drill/emergency situation 	2	2	4	L/R	

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Parents, families, other visitors during routine arrival and collection	<ul style="list-style-type: none"> Parents gathering in social groups and/or chatting outside the setting premises. Lack of social/physical distancing maintained Parents having symptoms of Covid-19 	4	3	12	M/R	<ul style="list-style-type: none"> Drop off and collection should be completed by one person only. Allocate arrival and departure times for families to avoid congestion at entrance and reduce 'pinch points.' Define and mark clear 'routes' of access/egress for drop off and collection that promotes physical/social distancing. Children to be handed over at the door to member of staff (from child's bubble) at arrival and drop off – parents do not enter the setting at drop off/collection. Only parents who are symptom free and/ or have completed the required isolation periods will be able to drop off or collect their child. Parents to leave the site promptly after dropping off children and be mindful of social distancing guidelines. Failure to follow policy/procedure will result in children being unable to attend setting Appropriate signage, markings and/or barriers to be used to act as a reminder for parents. Information on drop off and collection information provided to parents by video. 	2	2	4	L/R	

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Visits from Contractors (Maintenance)	Internal and External Contractor attending setting for the purpose of carrying out maintenance works	3	4	12	M/R	<ul style="list-style-type: none"> Where possible all maintenance activities to take place out of hours. Only essential maintenance activities to be permitted to take place when setting is open. Contractors to clean working area/surfaces touched once work completed' 	2	2	4	L/R	
Employees, Parents, children and visitors etc travelling on public transport	Staff, children, parents, visitors etc coming to the setting using public transport travel	4	4	16	H/R	<ul style="list-style-type: none"> All staff, children, parents, visitors etc coming to the setting should avoid all non-essential public transport travel, whenever possible, including avoiding travel during peak hours. If this is unavoidable current Government/national should be followed. Staff will not travel to work in uniform, but change on arrival at the setting 	3	3	9	M/R	
External excursions with children outside the setting	Excursions or visits that involve taking the children outside the confines of the setting to locations not covered under the consideration of this Risk Assessment	3	3	9	M/R	<ul style="list-style-type: none"> No excursions will take back at this time outside of the confines of the nursery setting without a full individual risk assessment to be sign off by both child services and Q&C department 	1	1	1	L/R	No trips to take place at this time.
Settings located within 'shared premises or buildings'	<ul style="list-style-type: none"> Other users within shared building/premises implementing different standards of risk management Conflicting control measures 	4	4	12	M/R	<ul style="list-style-type: none"> Encourage joint working relationship to ensure that alignment across approaches to Risk Management standards and planned control measures are in place particularly for locations with communal spaces what can't be physically or operationally segregated. 	1	3	3	L/R	

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Other visits to the setting: Including settling sessions and new/prospective family show around visits	<ul style="list-style-type: none"> Visitors to the setting for the purposes of settling in sessions. New/prospective family show arounds. 	3	3	9	M/R	<ul style="list-style-type: none"> Consideration will be given to allowing 1 parent to attend a settling-in session, only if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. Attendance to the setting will be restricted to children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance). Visits to setting will be by prior appointment only. New family show arounds by appointment only. These should be done outside of setting hours where possible or where no contact is made with staff or children Video of virtual walk around of setting to be used for new/prospective family visit rather than physical visit to setting a limit will also be place on number of individuals attending at same time. 	2	2	4	L/R	

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Communication with Parents	Poor communication between setting and parents/families leading to noncompliance with control measures	4	4	16	H	<ul style="list-style-type: none"> Communication to be provided to parents around the settings approach to Risk Management and the control measures implemented, which will be regularly updated as required. sharing of a video to demonstrate how H&S measures will be implemented at the setting All parents/families to be provided with 'Coronavirus (COVID-19) Parent Agreement' outlining the specific arrangements and expectations placed upon them to ensure safety and reduce risk – in particular around conduct and behaviour in regards to: <ul style="list-style-type: none"> Social/physical distancing at collection/drop off. Truthful reporting to the setting of potential symptoms and/or family's exposure to individuals who have subsequently had positive test results. Compliance on minimising social interactions outside of the setting environment as per the latest Governmental/national guidelines. Each child must have a signed parental conduct and behaviour agreement in place prior to being accepted to the setting. 	2	2	4	L/R	

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Children and/or staff members displaying symptoms of Coronavirus (Covid-19)	An individual (child or adult) displaying/reporting the following whilst at the setting: <ul style="list-style-type: none"> - a continuous cough - a high temperature - a change in, or loss of taste or smell 	3	4	12	M	<ul style="list-style-type: none"> • If an individual (child or adult) begins displaying a continuous cough or a high temperature, they should be sent home immediately to isolate following Government guidelines. • Testing has been extended to the under 5's. Encourage parents to arrange testing. a negative test can for a child means they can return to setting without isolation • A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. Staff caring for a child in isolation should wear recommended PPE**. In the unlikely event that it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected before being used by anyone else. • If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. 	3	2	6	M	

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Children and/or staff members displaying symptoms of Coronavirus (Covid-19) (Continued)	<ul style="list-style-type: none"> Parents not able or willing to agree to prompt collection if child becomes unwell, or shows symptoms. Individual's condition rapidly deteriorates or experiences trouble breathing 	4	4	15	H/R	<ul style="list-style-type: none"> Parents must agree to prompt collection within the new contract, before child starts back at the setting. If a parent cannot agree to prompt pick up, then the child cannot return. Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers. The member of staff or child cannot return until after the 7-14 day isolation period has finished or a negative test result has been confirmed as per current Government/national guidance If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access) In an emergency, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital. 	2	2	4	L/R	Remove the child/ staff member from the area and to remain in the medical room until collection.
**PPE – When interacting with Children displaying symptoms of Coronavirus (Covid-19)	Staff interactions with a child displaying a continuous cough or a high temperature whilst at the setting	3	3	9	M/R	<ul style="list-style-type: none"> Recommended PPE to be used when interacting with a child with a suspected case of Coronavirus (COVID19) <ul style="list-style-type: none"> - Fluid Resistant surgical face mask - Disposable gloves - Disposable apron - Eye Protection 	3	2	6	M/R	

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Confirmed case of COVID-19 within setting	A positive case of COVID-19 (confirmed by formal testing)	3	4	12	M/R	<ul style="list-style-type: none"> Any staff member or child attending the setting who subsequently tests positive for COVID-19 must be notified to the Exec Team and Q&C immediately. If the child or staff member tests positive, the rest of their immediate group – “their bubble” within the setting should be sent home and advised to self-isolate for 14 days. 	2	3	6	M/R	<ul style="list-style-type: none"> If other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home, 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.
General provision of First Aid	<ul style="list-style-type: none"> Providing first aid to children and staff at the setting that is not related specifically to symptoms of COVID-19 	3	2	6	M/R	<ul style="list-style-type: none"> All staff should hold a current PFA certificate. All existing control measures including effective hand hygiene and use of appropriate PPE should be followed. No additional PPE is required unless the injured person is displaying symptoms of COVID-19 	3	1	3	L/R	

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Cleaning and Hygiene	<ul style="list-style-type: none"> Handwashing Hygiene 'Bad habits' eg. Sneezing, coughing etc. Cleaning not completed thoroughly Cleaning within staff only areas (Office Spaces) Garden areas 	4	4	16	H/R	<ul style="list-style-type: none"> Ensure children and staff wash hands regularly with soap and water for 20 seconds, throughout the day, as well as before eating, after coughing or sneezing. Staff to promote 'catch it, bin it, kill it' approach and other positive reinforcement and praise for 'good hygiene habits' with children Clean AND disinfect frequently touched surfaces throughout the day, including tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. 'Clean as you go' to be implemented where possible to ensure cleaning takes place throughout the time the setting is open. Office space- will it be cleaned between use/ only one in the office at a time Consideration will be given, to how play equipment is used, and staff ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. This is to include garden areas and outdoor equipment. 	3	2	6	M/R	

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Cleaning and Hygiene (Continued 1)	<ul style="list-style-type: none"> Soft toys and furnishings Cleaning electronics Toilets Waste disposal Bodily fluids including changing nappies 	4	4	16	H/R	<ul style="list-style-type: none"> Consideration will be given to removing unnecessary soft furnishings, soft toys and toys that are hard to clean. Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. Clean/sanitize debit card machine used for fee payments following all transactions. Toilets - should be cleaned following each use throughout the day using appropriate cleaning material and PPE All staff to follow bodily fluids procedures, including removal of vomit, urine, and faeces, from a child and surfaces using appropriate PPE Any disposable gloves or other PPE used for cleaning MUST be disposed of immediately after cleaning. A foot-operated, covered bin for waste disposal within each room, bins for tissues are emptied regularly throughout the day. Full final clean of all areas to be completed at the end of every day 	1	3	3	L	

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Cleaning and Hygiene (Continued 2)	<ul style="list-style-type: none"> Sharing resources and Laundry Hygiene Supplies Food Safety and Kitchen Hygiene Training 	4	4	16	H/R	<ul style="list-style-type: none"> Resources not to be moved between playrooms. Items such as towels, flannels and bedding should not be shared between children. All items should be laundered after each use as per existing laundry process. Ensure that there is sufficient supply of all cleaning material and hygiene related consumables relating to handwashing and use of toilet eg. Soap, paper towels etc. Any shortages of cleaning materials or hygiene related consumables to be reported immediately to Children's Services Manager, or Director of Programmes in her absence. Appropriate Signage and COSHH information available All existing procedures around Food Safety to be followed as per YMCA's HACCP Procedures. Ensure all staff are fully trained on all relevant cleaning procedures and related COSHH 	1	3	3	L/R	

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PPE – General Use	<ul style="list-style-type: none"> Face masks/coverings. Existing PPE use 	3	3	9	M/R	<ul style="list-style-type: none"> Wearing a face covering or face mask in early years settings is not recommended by the department of Education. Therefore, staff (unless through personal choice) or children are not required to wear them – changing habits, cleaning and good hygiene practices are effective measures in controlling the spread of the virus. Most staff in early years settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: Children whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way. Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Any PPE used must be disposed of immediately and suitably after use and wash hands with soap and water for 20 seconds. 	1	2	2	L/R	

Assessed By:	Charlotte Corby	Reviewed by:	Ashleigh Fahy	Reviewed by:	
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Signature:	Charlotte Corby	Signature:	Ashleigh Fahy	Signature:	
Date:	02/06/2020	Date:	03/06/2020	Date:	