



COVID-19 Wee Chicks creche & Afters Schools Risk Assessment

This a live working document and will be subject to changes throughout this pandemic. Any changes will be updated to the policy and updated on our website and communicated updates via email as they are made.

Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that Wee Chicks is Covid-Secure.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?
Staff training	Staff Parents Children Visitors	<p><u>Staff training</u></p> <p>All staff to undertake Coronavirus training before coming back to work. Employees consulted on risks and controls in the workplace.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - COVID-19: What is the situation in Northern Ireland? HSC Public Health Agency</p>	<p>Manager will speak to all staff in return to work and train them on the use of PPE and the cleaning products we have.</p> <p>Management will check daily to ensure advice is still current and update when necessary and communicate through announcements and briefings .</p> <p>Run through safety processes with staff before the unit re-opens for business to check processes are robust, and understood by all staff.</p>	Manager	End June 2020

		<p>Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus advice for educational settings poster.pdf</p> <p>https://www.familysupportni.gov.uk/NewsStory/92/covid19-childcare-options-and-associated-guidance</p>	<p>Ensure all staff complete Childcare Partnerships Covid 19 training and that all questionnaires are answered and kept in individual files.</p>		
Parent training	<p>Staff Parents Children Visitors</p>	<p>Packs will be put together for parents who wish to return to the unit. Where possible flowcharts will be used to make information easy to understand.</p> <p>Parents will be asked to confirm contact details in the event of emergencies.</p>	<p>Parents will be encouraged to suggest any changes they feel would help improve our procedures on a regular basis.</p>	Manager	On-going
PPE	<p>Staff Children Parents Visitors</p>	<p><u>PPE equipment</u></p> <p>The manager will supply adequate PPE equipment for all staff. We will maintain current PPE processes at the unit using gloves and aprons. Masks will also be provided for Staff and face shield in the event of someone presenting with symptoms. Aprons will be worn by staff through a session and changed when they leave the room. Also required in line with changing nappies during original procedures of routine.</p> <p>PPE disposed in room bins and emptied regularly throughout the day.</p> <p>If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings will be used during pick up and handover times or when staff are out of the building on staff related duties such as shopping on or walks.</p>	<p>Management will check daily to ensure:</p> <ul style="list-style-type: none"> ● PPE advice is still current and update when necessary ● Enough PPE equipment is available. <p>Staff to be advised on the correct way to put on and take off PPE.</p> <p>Staff to be reminded that wearing gloves is not a substitute for good hand hygiene and should only be worn for routine nappy changes.</p>	Manager	On-going

Handwashing	Staff Children Parents Visitors	Handwashing posters will be displayed throughout the unit and staff will be advised to wash their hands with soap and water, or hand sanitiser if soap is not available: <ul style="list-style-type: none"> • When staff arrive at the setting and before they leave the setting • Before and after handling food, feeding a child, or eating • Before and after using the toilet, changing a nappy, or helping a child use the bathroom (also wash the child's hands after helping the child use the bathroom or changing their nappy) • After helping a child wipe their nose or mouth or tending to a cut or sore • Before and after giving medicine to a child • After handling waste baskets or garbage • Washing a child's hands on arrival at the setting and before they go home • Good Hand Hygiene established with children through use of songs, games, posters and age-appropriate resources, the children will be encouraged to carry out regular hand washing as part of the daily routines. 	Antibacterial soap and hand sanitiser will be purchased for use. Manager to check supplies of soap daily. Manager to purchase automatic dispensers, or ensure manual dispensers are disinfected after each use.	Manager	End June 2020
Staff uniform	Staff Children Parents Visitors	Staff are required to wear their normal uniform. When staff get home from work they are required to remove their uniform, place it in a laundry bag and wash at at least 60 degrees temperature permitted. Staff are also to shower as soon as they get home. These steps are to be taken to minimise any cross-infection risk.	Staff will be provided with extra uniform	All staff	On-going
Travelling to work	Staff Children	<u>Using public transport</u> Anyone using public transport must ensure they comply with set guidelines and social distancing measures on the journey to work https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice <u>Car Sharing</u>	Staff must use hand sanitiser when arriving at the building to remove germs. Transport guidance to be checked daily to ensure advice is still current and update staff and policies when necessary.	Manager	On-going

		<p>If staff share a car with people who are not part of their household, they should share with the same people and with the minimum number of people at any one time.</p> <p>Good ventilation (keeping the car windows open) and facing away from each other may help to reduce the risk of transmission. Cars should be cleaned regularly using gloves and standard cleaning products, making sure that door handles and other areas that passengers may touch are cleaned.</p>			
Staff arrival at work	<p>Staff Children Parents Visitors</p>	<p>Staff to use sanitising gel at the front door when entering the building.</p> <p>Staff to wipe shoes with disinfectant spray and blue roll. Blue roll to be put into the bin at the front door.</p> <p>Staff will have temperature taken on entering the building (exclusion for 37.8 degrees or above).</p> <p>Staff to enter the building one at a time to prevent grouping at the front door and staff room areas.</p>	<p>Gel and disinfectant spray will be put at the front of the building for staff to use before entering the building.</p> <p>Staggered starting times to prevent build-up of staff in any area.</p> <p>Staff to visually check the front door area before approaching, and use 2 meter markers if needed to wait.</p>	Manager	On-going
Children's arrival at Wee Chicks	<p>Staff Children Parents Visitors</p>	<p>Entrance to the back carpark for parents and children.</p> <p>Parents will be given allocated times for arrival to prevent waiting at the door.</p> <p>Parents text or call the unit when they arrive before getting out of the car.</p> <p>Parents stay in the car until advised to approach the Back door door.</p> <p>Children will be temperature checked at the front door (exclusion for 37.8 degrees or above).</p>	<p>Parents to be notified of new procedures</p>	Manager	End June 2020

		Parents will not enter the building unless settling in issues. One member of staff to be taking children at the door.			
Children's belongings	Staff Children Parents Visitors	To prevent cross-contamination, parents will be advised to only bring essential items to the unit with children on a daily basis. Disposable bags required no lunch boxes.	Prior to starting back, parents will be encouraged to leave bulk supplies of items their child may need eg. Nappies, wipes, spare clothes clearly labeled with child's name	Manager	On-going
Activity Planning	Staff Children Parents Visitors	<p><u>Planning for Activities</u></p> <p>All staff to discuss activity planning and remove activities which have the potential to promote cross contamination eg.</p> <ul style="list-style-type: none"> • Soft toys which can-not easily be cleaned should be removed from playrooms • Sand and water play should be in individual trays, which are disinfected after each child's use or removed from the room. • Reduce the quantity of toys such as books, jigsaws, art supplies etc to facilitate cleaning and turnover of activities. <p>Outdoor time to be increased but staggered to keep to play pods in playgrounds and to keep traffic in corridors to a minimum.</p> <p>Windows to be opened in playrooms to keep fresh air circulating while children are playing.</p> <p>Outings Stopped Where Possible Outings to public settings will be avoided where possible unless it is required to access open spaces that the setting does not have. This will be limited to areas where social distancing can be maintained.</p>	<p>Staff to review daily and weekly plans until we are able to revert back to monthly planning processes.</p> <p>If going for walks or park additional consent is required.</p>	All Staff	Weekly

<p>Mixing of age groups</p>	<p>Staff Children Parents Visitors</p>	<p><u>Mixing of age groups:</u></p> <p>Very young children may be divided into smaller groups, and where possible, mixed with their older siblings.</p> <p>Children of different ages may be mixed to have smaller groups (2 workers in playrooms)</p> <p>Ratios of staff to children should ensure safe care, and meet children's needs. Families to be kept together where possible.</p>	<p>The Manager will ensure children's safety and needs are being met by reviewing daily to ensure suitable staff to child ratios are appropriate.</p> <p>Manager to review guidelines daily to adapt room numbers as guidance changes.</p>	<p>Manager</p>	<p>Daily</p>
<p>Social distancing</p>	<p>Staff Children Parents Visitors</p>	<p><u>Children</u></p> <p>We must bear in mind that it is difficult to keep small children apart, but we will practice the following measures to reduce the impact:</p> <ul style="list-style-type: none"> ● Set up table-top activities, keeping the activities spaced out ● Split the room into distinct areas and encourage children to stay in one area at a time, rather than running around ● Children should be spread out over more tables for eating. <p><u>Staff</u></p> <ul style="list-style-type: none"> ● Staff to operate staggered shifts to reduce the number of workers on site at any one time ● Staff to stay in set rooms and phone office for anything needed for the room ● Breaks and lunches will be staggered to prevent high numbers in the staff room over break and lunch times ● Staff to inform the office if they need to leave their room, to prevent cross contamination when passing in corridors. <p>Time Spent Within 2m To Be Kept To A Minimum The time where persons are within 2m will be kept to as short a time as practicable possible. Children over the age of 8 years to be encouraged to social distance where possible.</p>	<p>Parents and staff will be advised to make suggestions for improved ways of maintaining social distancing.</p> <p>Manager to act as go-between for rooms to reduce issues of cross-contamination. Communication via mobiles phones to other rooms and office when required rather than leaving the room.</p>	<p>Everyone</p>	<p>Daily</p>

<p>Movement Of People In The Setting</p>		<p>Workstations</p> <p>Will Be Organised To Support Social Distancing for office staff- workstations will be arranged so that social distancing can be adhered to. Markers or floor plans to demonstrate social distancing. Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking will be prevented where at all possible- if this is not possible through cleaning will take place before and after use of all equipment. Where possible use of own peripherals such as mouse and keyboards and headsets will be in place. Where social distancing cannot be maintained further controls will be in place:</p> <p>.</p> <p>Work From Home Where At All Possible (non care staff) Employees will work from home where possible to prevent the need to travel and enter the workplace.</p> <p>Controlled Movement Of People Throughout The Setting.</p> <p>Entrance using the back carpark.</p> <p>*Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and 2m distances in place where appropriate.</p> <p>Emergency Plans Updated And Communicated</p>	<p>Manager to ensure work stations are 2 meters apart.</p> <p>Communication with staff who will be using ICT equipment</p> <p>All non essential visitors to the building to be cancelled until further notice. Communication with the other building user's to be established when they return to the building by the manager</p>	<p>Manager / office staff</p> <p>Everyone</p>	<p>End June 2020</p> <p>Ongoing</p>
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Cleaning	<p>Staff Children Parents Visitors Contractors</p>	<p>Continuous cleaning and disinfecting of toys, surfaces, floor areas etc will be done using the appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloth's will be used where possible to reduce transmission.</p> <p>Cleaning Of Setting Before Work Commences Assessment of cleaning requirements will be carried out prior to the setting opening and appropriate cleaning will take place.</p> <ul style="list-style-type: none"> • Staff will clean and disinfect all fun room and playground equipment throughout the day as necessary • In line with existing policies and procedures for providing personal care to the children - cleaning of changing and toileting areas will be carried out accordingly using the appropriate PPE. • On an hourly basis (or more regularly at busy times) the Manager will disinfect high use surfaces and equipment outside the rooms and 	<p>Check weekly that cleaning products are effective.</p> <p>Ensure supply of cleaning products.</p> <p>Ensure supply of PPE</p> <p>Manager and Deputy manager to ensure that cleaning schedules are completed. Spot checks to be completed throughout the day</p>	Manager	Weekly

<p>Food Hygiene</p>		<p>playground eg doorbell, door handles, light switches etc.Revision of all toys and equipment on site will be carried out.</p> <ul style="list-style-type: none"> ● Toys that are hard to clean such as soft material based items or those with small parts may not be used unless they can be cleaned effectively and regularly. ● Easy-clean toys and equipment will be used and cleaned frequently - including after use and at the start/end of the day. ● Unnecessary items and equipment will be removed from the rooms where possible. ● Staff in the rooms will ensure all surfaces and toys are disinfected at the end of the day and the room is prepared for the next day. This should include staff items such as pens, folders etc <ul style="list-style-type: none"> ● Everyone will ensure the kitchen area and catering equipment is sterilised regularly throughout the day. ● Personal items removed at the end of the day and increased waste collection in place in all rooms throughout the setting. ● Laundering Of Items Carried Out Items will be laundered in accordance with DOH laundry guidelines: -Wash items in accordance with the manufacturer's instructions. ● -Use the warmest water setting and dry items completely. -Dirty laundry that has been in contact with an unwell person can be washed with other people's items. ● -Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. -Clean and disinfect anything used for transporting laundry with your usual products. 	<p>Manager to ensure that a cleaning schedule is in place and monitored on a regular basis</p>		
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Sick child or adult	<p>Staff Children Parents Visitors</p>	<p>Cases Recorded and Investigated.</p> <p>Records maintained of those who are isolating or who develop symptoms at the setting.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p><u>Temperatures</u></p> <p>Staff and children have temperature checks:</p> <ul style="list-style-type: none"> on arrival at Wee Chicks <p>Where either a child or adult has a temperature above 37.8 degrees they must stay at home, or go home and seek medical advice if they have already entered the building.</p> <p><u>Other symptoms</u></p> <p>Children or adults who develop a frequent cough, sneezing or difficulty in breathing or loss of taste or smell must stay at home, or go home and seek medical advice as soon as symptoms develop.</p> <p>Contact 101 for further advise</p>	<p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p>Parents will be advised to check their child's wellness before bringing them to Wee Chicks, and keep them at home if they have any concerns or displaying any symptoms. Parents can either feel their child's chest and/or back to see if it feels hot, or temperature check for temperatures 37.8 degrees or more.</p> <p>Parents will be requested to txt each morning to let us know that their child is well.</p> <p>Tissues will be available throughout the building, the Manager will check supplies daily.</p> <p>If a child or adult is waiting to be collected from the unit, they should be moved, if possible, to an empty ventilated room where they can be isolated until collected. 2 meter distance should be maintained.</p>	Manager	On-going

		<p>If a child's symptoms are severe, the manager will telephone the parent and call 999. If a staff displays severe symptoms, the manager will call 999.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or high temperature, they do not need to go home unless they develop symptoms themselves.</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection onto other people.</p> <p>People Not To Return To The Setting And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management is informed. Should individuals live with those displaying symptoms, they should isolate for until they are tested.</p>	<p>PPE will be available in the room. Setting to communicate with parents on the procedure if anyone in their household has any symptoms that they cannot attend and what the procedure is if someone develops symptoms on site.</p> <p>Communication with all staff will take place to alert them to anyone displaying symptoms.</p> <p>Parents must consider their child's health and their risk of infection before sending them to the unit eg. Children with asthma – parents should check with their doctor for advice as severe asthma is in the high risk category. Asthma also presents as coughing and would cause concern amongst parents and staff.</p> <p>Flowcharts will be made for staff to simplify what to do with someone displaying symptoms.</p>		
Collection of Children	<p>Staff Children Parents Visitors</p>	<p>Parents to call when they arrive at Wee Chicks before getting out of the car.</p> <p>Parents stay in the car until advised to approach the front door.</p> <p>The child will be taken to the front door and their hands sanitised before handing over to parents. Feedback sheet will be photographed and text to parent</p> <p>Parents will not enter the building.</p>	<p>1 Staff member to take the children to the door and passing them to the parents at the end of the session</p>	Manager	On-going

Visitors and suppliers	Staff Children Parents Visitors	<p>Visitors to the setting will be kept to an absolute minimum during the pandemic.</p> <p>We currently do not have any suppliers, any post or shopping that is brought into the building will be sanitised.</p>	To be communicated to all staff one member to be responsible for the shopping and collection of posts from the front reception.	Manager	End June 2020
Staff leaving work	Staff Children Parents Visitors	<p>Do not take any equipment from work eg. Pens, pencils, keys</p> <p>Ensure regular cleaning of personal items that need to leave work eg house or car keys, mobile phone</p>		Everyone	on going
Insurance Protection	Staff Children Parents Visitors	<p>Our insurance company have informed us that we are not covered for any claims related to coronavirus. The government has stated that they will provide settings with indemnity.</p>	This information to be communicated to parents and staff parents re indemnity policy and procedure	Manager	End June 2020
Paperwork	Staff Children Parents Visitors	<p>We will look at the paperwork we use across the setting and reduce or remove it where possible to prevent cross-contamination. Digital recording and text messages should be used to communicate and hold a record where appropriate</p> <p>No sheets should be sent home with the children – daily sheets will be photographed and sent by text, or verbal feedback will be given at the front door when the child leaves the building.</p>	We will identify which processes/policies will be affected by removing paperwork and agree the changes and digital replacement	All staff	End June 2020

<p>Policy changes</p>	<p>Staff Children Parents Visitors</p>	<p>Coronavirus changes will affect a number of our existing policies. These will be identified and updated as needed. Examples of policies to be changed include:</p> <ul style="list-style-type: none"> ● Infection Control ● Management of Medicines ● Absence of Manager 	<p>We will update these policies with a Covid 19 policy and procedures to take into account the changes as we progress through the pandemic</p>	<p>Manager</p>	<p>On-going</p>
<p>Mental health and wellbeing</p>	<p>Staff Children Parents Visitors</p>	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff are able to access information on -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	<p>Staff will be encouraged to raise any issues they have immediately with the manager.</p> <p>We will encourage an atmosphere of support and fun for both staff and children.</p>	<p>Manager</p>	<p>On-going</p>