

## Covid-19 Risk Assessment and Management

The EMT have assessed the risks posed by this virus and have put in place the following to manage/minimise the risks. It should be noted that this is a dynamic situation and therefore the schedules and other guidelines may be changed from time to time, in line with government guidance and bearing in mind the practical challenges.

RISK	RISK MINIMISED BY
Transmission of Covid-19 from/to staff and children	All staff to immediately report any relevant symptom, or have tested positive for coronavirus, upon which they will not be allowed to work for 10 days as a precaution and/or no less than seven days after any Covid-19 infection has cleared up
	Any staff member who has Covid-19 symptoms within their household cannot work for 14 days after the symptom first shows.
	Should staff or children be diagnosed with Covid-19, then guidance regarding exclusion period will be sought and followed as to the appropriate exclusion period
	Garden equipment to be sanitised between bubbles in line with Covid-19 Hygiene Schedule
	Children to be in bubbles, with nominated staff wherever possible, in line with EY and OoS Bubble Lists, to be updated weekly
	EY bubbles are within the relevant room. OoS bubbles are (1) the Rainbow Room and Lounge (2) the Hall (and Decking once it has been checked for safety).
	Toys, surfaces, etc. to be cleaned in line with Covid-19 Hygiene Schedule
	EY children to wash their hands in line with Covid-19 Hygiene Schedule
	OoS children to wash their hands in line with Covid-19 Hygiene Schedule
	Staff to wash their hands in line with Covid-19 Hygiene Schedule
	Door handles/hand rails to be cleaned in line with Covid-19 Hygiene Schedule
	Directors to WFH where possible/practical
	In EY, breakfast, lunches and snack to be brought to the rooms' doorways by the kitchen staff
	In OoS, snack to be brought upstairs to the doorways of the two rooms (Hall and Lounge)

	In OoS, children to be taken to the designated toilet for their bubble at least twice per morning and afternoon according to the Covid-19 Hygiene Schedule
	Mobile phones to be cleaned in line with the Covid-19 Hygiene Schedule
	All office equipment to be cleaned in line with the Covid-19 Hygiene Schedule
	All across-bubble meetings must be held outside if possible or in the CEO or CCD's office, enabling sufficient distance. Office areas to be cleaned after use
	Wherever possible, the same staff member should drive a bus each day The children must sit in the same seats each day The controls, door handles and seat belts must be wiped down after each use All staff to wear masks to be worn when dropping off and collecting children
Transmission of Covid-19 from/to carers	The maximum number of carers allowed in the Reception Lobby in line with Covid-19 Carers' Schedule, which includes SD outside building, plus drop off and collection arrangement
	Carers to make only cashless payments
Transmission of/infection by Covid-19 on outings	Only outings where children and staff can remain within their bubble/at least two metres from anyone else to be allowed
Transmission of Covid-19 - facilities	All tools/equipment to be cleaned after use
	Only necessary entry or work will be carried out in a child care room, tools to be cleaned after use and hands washed after each job (or gloves worn)
	Facilities staff to wear masks if working in close proximity to another, and any relevant areas then wiped down when tasks are concluded
	Facilities meetings must be held outside or in the CEO's office, to enable sufficient distance. CEO's office to be cleaned after use
Transmission of Covid-19 from outside sources	All resources must be bought online if possible. Masks to be worn if collecting from suppliers or if suppliers deliver.
	All resources delivered or purchased must be wiped down before use, including food items
Transmission of Covid-19 - catering	All items delivered to be cleaned in line with the Covid-19 Kitchen Hygiene Schedule All kitchen staff (or staff working in the kitchen) must wear masks at all times.

