

## 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	<p>All carers/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.</p> <p>Updated 22<sup>nd</sup> December - Individuals testing positive for Covid-19 can now end their self-isolation after seven days, rather than 10, if they receive negative lateral flow test results on days 6 and 7 of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and the individual does not have a high temperature, they may end their self-isolation after the second negative test result and return to the setting from <b>day 7</b>.</p> <p>From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. The changes updated on 22<sup>nd</sup> December regarding isolation periods still apply.</p>
	<p>Any children/staff member who has Covid-19 symptoms within their household cannot work for 10 days after the symptom first shows.</p> <p>Updated 16<sup>th</sup> August - You're not required to self-isolate if you live in the same household as someone with COVID-19 or are a close contact of someone with COVID-19, if you are fully vaccinated, below the age of 18 years and 6 months, taken part in or are currently part of an approved COVID-19 vaccine trial or are unable to get vaccinated for medical reasons.</p> <p>Update 14<sup>th</sup> December - If a child under five years old is identified as a close contact of a suspected or confirmed case of the Covid-19, they do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate. However, if the close contact is a member of their household, it is recommended that they limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19 and take a PCR test as soon as possible. They do not need to self-isolate while awaiting the results of the PCR test.</p>

	<p>Any children/staff member who has been in contact with an individual with Covid-19 symptoms must isolate for 10 days.</p> <p>Updated 29<sup>th</sup> November - All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and will be asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and will be asked to self-isolate for 10 days.</p> <p>Updated 14<sup>th</sup> December - All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19</p>
	<p>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. All areas accessed by the staff or children will be cleaned in line with the Covid-19 Cleaning Schedule</p> <p>Updated 16<sup>th</sup> August – if any of GBC children or staff have been identified as a contact by NHS Test and Trace, we will be contacted and told that they are legally required to self-isolate. If we are told that the children or staff are not legally required to self-isolate, NHS Test and Trace will provide us with advice on testing and given guidance on preventing the spread of COVID-19.</p>
	<p>All staff and children to have their temperature checked on their first day back at GBC after any period of self-isolation.</p>
	<p>Garden equipment to be sanitised between bubbles in line with Covid-19 Hygiene Schedule</p> <p>Updated 16<sup>th</sup> August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted.</p> <p>Updated 13<sup>th</sup> December – This now applies to Early Years children only; garden equipment needs to be sanitised between bubbles in line with Covid-19 hygiene Schedule.</p>
	<p>Children to be in bubbles, with nominated staff wherever possible, in line with EY and OoS Bubble Lists, to be updated weekly</p> <p>Updated 16<sup>th</sup> August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted.</p> <p>Updated 13<sup>th</sup> December – This now applies to Early Years children only.</p>

	<p>EY bubbles are within the relevant room. OoS bubbles are (1) the Rainbow Room, Lounge, and ICT (2) the Hall, Little Den and Decking.</p> <p>Updated 16<sup>th</sup> August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted.</p> <p>Updated 13<sup>th</sup> December – This now applies to Early Years children only, who are to remain in the room bubbles, with their nominated staff, wherever possible.</p>
	<p>Toys, surfaces, and soft furnishings etc. to be cleaned in line with Covid-19 Cleaning Schedule</p>
	<p>Sensory room to be used only by Tigger children/staff and cleaned in line with the Covid-19 Cleaning Schedule.</p> <p>Updated 16<sup>th</sup> August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted.</p>
	<p>EY children to wash their hands in line with Covid-19 Hygiene Schedule</p>
	<p>OoS children to wash their hands in line with Covid-19 Hygiene Schedule</p>
	<p>Staff to wash their hands in line with Covid-19 Hygiene Schedule</p>
	<p>All staff to wear a face mask (unless exempt) in all communal areas, including the staff room unless eating or drinking.</p>
	<p>Door handles/handrails to be cleaned in line with Covid-19 Cleaning Schedule</p>
	<p>Directors to WFH where possible/practical</p> <p>Updated 19<sup>th</sup> July – working from home is no longer advised.</p> <p>Updated 13<sup>th</sup> December – working from home, if you can, has been reintroduced.</p>
	<p>In EY, breakfast, lunches, and snack to be brought to the rooms' doorways by the kitchen staff</p>
	<p>In OoS, breakfast and snack to be brought upstairs to the doorways of the two rooms (Hall and Lounge) by the kitchen staff</p> <p>Updated 16<sup>th</sup> August – as the restrictions on bubbles/grouping have been removed, breakfast and snack is now taken to the doorway of the Hall by the kitchen staff.</p>
	<p>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</p> <p>Updated 16<sup>th</sup> August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted.</p>

	Mobile phones to be cleaned in line with the Covid-19 Cleaning Schedule
	All office equipment to be cleaned in line with the Covid-19 Cleaning 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
	<p>Wherever possible, the same staff member should drive a bus each day</p> <p>The children must sit in the same seats each day</p> <p>The controls, door handles, and seat belts must be wiped down after each use</p> <p>All staff to wear masks to be worn when dropping off and collecting children</p> <p>Updated 16<sup>th</sup> August – With the exception of mask wearing when dropping off and collecting children, all other points are no longer a requirement as the restriction on bubbles and grouping has been lifted.</p>
Transmission of Covid-19 from/to carers	<p>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</p> <p>Updated 19<sup>th</sup> July – the building has reopened to all carers. However, carers are not allowed to enter any of the childcare rooms but must collect their children from the room's doorway. Carers are required to wear masks unless exempt and maintain social distancing.</p>
	Carers to make only cashless payments
Transmission of Covid-19 from/to visitors	<p>Viewings to be conducted by senior staff, wearing masks.</p> <p>Visitors are required to use hand sanitiser and wear a mask before entering one of the projects (unless exempt).</p> <p>Visitors are not allowed to enter the rooms unless permission has been granted by a member of the management team.</p>
	Maintenance men entering the building for works to be carried out, need to use hand sanitiser, and wear a face mask (unless exempt).
	<p>External use of building:</p> <p>Building to be used out of hours only.</p> <p>All visitors to the building need to use the hand sanitiser and wear a face mask (unless exempt).</p> <p>Organisers to ensure that all door handles/handrails and toilets are cleaned in line with Gingerbread Corner's Covid-19 Cleaning Schedule for Hirers (this will be supplied), at the end of each session.</p>

Transmission of/infection by Covid-19 on outings	<p>Only outings where children and staff can remain within their bubble/at least two metres from anyone else to be allowed.</p> <p>Updated 16<sup>th</sup> August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted. However, on their return the staff and children are required to wash their hands in line with Covid-19 Hygiene Schedule.</p>
Transmission of Covid-19 - facilities	All tools/equipment to be cleaned after use
	Only necessary entry or work will be carried out in a childcare 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 Cleaning Schedule