

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 |
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| Transmission of Covid-19 from/to staff and children | 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>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 16th 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>Updated 29th 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.</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 16th 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, NH Test and Trace will provide us with advice on testing and given guidance on preventing the spread of COVID-19.</p> |
| | All staff and children to have their temperature checked on their first day back at GBC after any period of self-isolation. |

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| | <p>Garden equipment to be sanitised between bubbles in line with Covid-19 Hygiene Schedule Updated 16th August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted.</p> |
| | <p>Children to be in bubbles, with nominated staff wherever possible, in line with EY and OoS Bubble Lists, to be updated weekly Updated 16th August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted.</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. Updated 16th August – this is no longer a requirement as the restriction on bubbles and grouping has been lifted.</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. Updated 16th 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>Door handles/handrails to be cleaned in line with Covid-19 Cleaning Schedule</p> |
| | <p>Directors to WFH where possible/practical Updated 19th July – working from home is no longer advised.</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 Updated 16th 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> |

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| | <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 16th 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 16th 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 19th 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.</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> |

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| | 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. |
| 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. Updated 16 th 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. |
| 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 |