**RISK ASSESMENT FOR DAY CARE PROVISION AT LIONMOUTH RURAL CENTRE (CIC)**



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| Day Care Service Provider: | LionMouth Rural Centre (Community Interest Company) |
| Address: | Broadgate Farm Workshops  Esh Winning  Durham  DH7 9QE |
| Manager/Owner: | Brigid Press (Manager) |
| Date assessment completed: | 27/07/ 2020 |

**Movement of persons around the setting**

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| **Hazard** | **Control Measures** |
| Entrance and exit to day care setting causing people to congregate compromising social distancing | * Stagger drop-off and collection times. Plan this and provide information to guardians, social workers and Council transport Companies. * Discourage guardians from gathering together and implement social distancing outside the setting to minimise the adult to adult contact. |
| Increased compromise during sessions due to social distancing | * Service users allocated permanent chair and desk for all indoor session activities plus break & lunch, including those who work predominantly outside. * Any movement out of designated bubble zone through site to be supervised by staff |
| Increased numbers during breaks compromising social distancing | * Keep to small groups (a bubble), with no more than 6 service users per small group * Activities / tables to be spaced as far apart as possible. Set out indoor rooms where possible to ensure access to outside space and appropriate equipment and resources, whilst preventing mixing with other bubble groups. * Reduce movement around the setting using timetabling and appropriate selection of other learning environments – i.e. outdoors, workshops, woods, caravan, pottery |
| Increased numbers during lunchtime compromising social distancing | * Staggered lunchtimes in bubble groups with hand washing. * Lunches delivered to bubble groups/rooms. * Ensuring everyone keeps further apart than normal, and in their designated ‘chair’. * Cleaning of tables, chairs on a more regular basis. |
| Spread of virus due to increased numbers of people within the building | * Inform guardians that if their service user needs to be accompanied, only one person should attend with them. * Main gates locked and only opened for service user entry and exit. Delivery drivers to stay on drive outside gate and staff to pick up parcels. * Tea rooms, Plant Centre and woodlands not open to the public |
| Inadequate social distancing measures leading to spread of the virus | * Always keep bubble groups together where possible – in same small groups of maximum 6 service users and not mixed on subsequent days. * Each bubble should retain the same staff, no mixing of groups e.g. lunch, break time. |

**Premises related matters**

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| **Hazard** | **Control Measures** |
| Changes to building use being safe for service users and staff – e.g. storage, one-way systems, floor tape | * Review your settings risk assessment to ensure control measures remain suitable and in place. * Update risk assessments to include coronavirus (COVID-19) and any changes that have been necessary (e.g. hand washing, one-way systems, allocation of specific areas). * Consider how the layout will enable access to outdoor space and the equipment necessary for each bubble group. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). |
| First aid procedures – reduced numbers of first aiders | * Review First Aid procedures. * Rota systems in place to ensure adequate numbers of First Aid at Work trained staff. * Communication of first aid arrangements cascaded to staff daily. |
| Fire procedures | * Review the fire procedures taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. * Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. * Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. |
| Water hygiene – management of legionella (where appropriate) | * Review the water hygiene management plan. * Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. * Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per [government guidance Managing school premises during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak) (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown). |
| Using and monitoring new practices to reduce risk of Covid-19 transmission | * Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated room for suspected cases. * Daily morning and end of the day briefings. Managers must monitor arrangements throughout the day and make remedial actions where needed. * Ensure there are opportunities for all employees to raise concerns / make suggestions. * Review Setting Policies and Procedures – including safeguarding – to include coronavirus (COVID-19). |
| Staff rooms and offices to comply with social distancing and safe working practice | * Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. * Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. * Enhanced cleaning regimes as per below. |
| Ventilation to reduce spread | * Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). * Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. * If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. * Ventilation to chemical stores should remain operational. |
| Management of waste | * Ensure bins for tissues have lids and are emptied throughout the day. * Follow guidance on disposal of waste (such as used fluid resistant masks) [Safe-working in education day care and service users’s social care including the use of PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of). |
| Activities to take place outdoors in line with social distancing | * Decide which activities can take place outdoors and refresh risk assessment for outdoor space. |

**Cleaning and reducing contamination**

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| **Hazard** | **Control Measures** |
| Using equipment – multiple-use | * Appropriately cleaned between bubbles of service users and only one bubble of 6 maximum at a time. |
| Shared resources and equipment increasing spread | * Prevent the sharing of stationery, tools and other equipment where possible. * Suitable procedures in place for managing access to items of ‘heavy use’ such as IT equipment tablets to reduce social distancing. * Enhanced cleaning regimes. Limit use of equipment. |
| Contaminated surfaces spreading virus | * Remove unnecessary items from rooms and other environments where there is space to store it elsewhere. Regular cleaning. Remove items that cannot be easily cleaned or that have absorbent surfaces such as soft furnishings and paper decorations. * Paint, clay & messy crafts need to be single use only, provide each service users with their own tray, which is cleaned after use. * Books can be wiped with anti bacterial spray or wipes. Minimise reading material to make cleaning regimes easier. If it don’t wash easily or clean easily don’t use them. * Follow[government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of). |
| Cleaning staff and hygiene contractor’s capacity – providing additional requirements | * Discuss with cleaning staff the additional cleaning requirements and allow for this. * Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. * See [safe-working in education day care and service users’s social care including the use of PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of) and [COVID-19 decontamination in non healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). |
| Sufficient hand washing facilities for staff and service users | * Where a sink is not nearby, provide supervised access to hand sanitiser in the learning environments. * Plan in regular access to facilities throughout the day. * Provide additional sinks where possible. |
| Additional time for staff and service users to carry out hand washing | * Frequent hand cleaning as part of normal routine. * Stagger regular access to hand washing facilities through the day. |
| Hand washing practice with service users | * Review the guidance on hand cleaning and introduce hand washing songs. * Ensure that help is available for service users who have trouble cleaning their hands independently. * See guidance and resources available at [e-bug Information about the coronavirus (COVID-19)](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus). |
| Sufficient supplies of soap and cleaning products | * Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. * Use regular detergents and bleach. * Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products. |
| Toilets being overcrowded | * Limit the number of service users who use the toilet facilities at one time. * Visiting the toilet one after the other if necessary. * Different toilets to be used by each bubble group. * Toilets should be cleaned after each use. |

**Staff related issues**

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| **Hazard** | **Control Measures** |
| Inadequate training for Managers on completion of RA for COVID-19, leading to anxiety and lack of the reassurance needed for staff | * Guidance, risk assessment and checklist provided to Day Care Providers support will be via your Day Care Adviser. |
| Insufficient staff capacity to deal with increased numbers of service users – Shortage of staff to maintain EYFS ratios | * During shortages of staff, prioritise who is offered a place based on staff availability. |
| Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes | * Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. * If appropriate, seek GP or occupational health advice. |
| Staff understanding of new changes – safe practice at the setting | * Talk to and involve staff with the planning (for example, safety measures, timetable changes and staggered arrival and departure times). |
| Accessing testing arrangements are clear for all staff | * Access to testing is already available to all essential workers. * You can [apply for the coronavirus (COVID-19) test here](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications). |
| Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic service users are clear and understood by staff | * If a service users, becomes unwell with symptoms of coronavirus (COVID-19) while in the setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. * If contact with the service users is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn * Ensuring that fluid resistant face masks are available and a supply is maintained. * See the government [guidance on safe-working in education day care and service users’s social care including the use of PPE](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications). |
| Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | * A [risk assessment should be undertaken for clinically vulnerable staff](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications), and where possible for all staff especially those who may be anxious. * Government [guidance on shielding and protecting extremely vulnerable persons](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) and [staying alert and safe social distancing clinically vulnerable people](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) should also be followed when considering staffing arrangements. |
| Staff use of PPE | * Service users whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. * Follow government [guidance about coronavirus (COVID-19) early years and day care closures](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications). |
| Use of PPE / lack of understanding | * Adequate training / briefing on use and safe disposal * Follow government [guidance on putting on and taking off standard PPE](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) and above guidance on use in the day care service setting. |
| Dealing with suspected and confirmed cases | * Follow government [guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus (COVID-19) in a setting](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings). * Ensure accurate records of staff and service users are maintained to enable public health contact tracking and test regimes. |

**Service users related issues**

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| **Hazard** | **Control Measures** |
| Service users with LD | * Ensure Social workers/ care coordinators complete risk assessment before attendance. |
| Service users unable to follow guidance | * Ensure that the same staff are assigned to bubble group. Some service users will need additional support to follow these measures. |
| Specific issues for service users understanding social distancing | * Further guidance and extra staffing to be issued and coordination with social worker, care coordinator and guardians, and potentially limited access to Centre with provision of home activity packs. |
| Vulnerable groups who are clinically, extremely vulnerable | * Guardians should follow medical advice if their service users is in this category: [guidance on protecting people most-likely to get-unwell from coronavirus](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) * Or if someone within their household is in this category: [guidance on shielding and protecting extremely-vulnerable persons from covid 19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) |
| Member of a bubble group becoming unwell with COVID-19 | * If a service user is awaiting collection, they will be moved to an area where they can be isolated behind a closed door, depending on the age of the service users and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. * Ensure suitable PPE (including fluid resistant face mask) is available at this location. |

**Transport**

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| **Hazard** | **Control Measures** |
| Travel to setting and provision of safe transport | * Consider transport arrangements and where possible encourage guardians and service users to walk or cycle to the setting where possible. |
| Council Transport arrangements support changes to Centre times | * Liaising with the Council Transport Team before changes are made. * Follow government [guidance about working safely with vehicles during coronavirus (COVID-19)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles). |

**Provision of food**

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| **Hazard** | **Control Measures** |
| Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/contamination | * Follow usual food safety and hygiene procedures and government [guidance for catering establishments safely during coronavirus (COVID-19)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery) * Ensure Health and Safety policies are followed. |
| Food that is able to be prepared on premises is compliant with COVID-19 health and hygiene guidance | * As above |
| Catering staff are operating in a safe environment | * Catering staff to follow government [guidance for catering establishments safely during coronavirus (COVID-19)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery). |

**Communications with guardians and others**

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| **Hazard** | **Control Measures** |
| Guardians, contractors and other staff entering or working in the setting | * Tell guardians, carers or any visitors, such as suppliers, not to enter the day care setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. * Publish a site telephone number in case of immediate access is required. |
| Suppliers understanding and complying with new arrangements | * Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside setting hours |
| Communications to guardians and staff | * Regular communications, update emergency contact details for all service users |
| Guardian aggression due to anxiety and stress | * Tell guardians their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety. |

**Manager/owner recommendations – Additional control measures or actions**

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| Section | List Actions / Additional Control Measures | Date action to be carried out | Person Responsible |
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**Sign Off**

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| Signed (Manager/Owner): |  |
| Date: | 27/07/2020 |

**The outcome of this assessment should be shared with the relevant staff.** **A copy of the completed assessment to be kept on file and copied to the Health and Safety Co-ordinator.**