

## **SUMMARY OF RISK ASSESSMENTS – CAERLEON CARDIFF**

### **Risk Assessment**

- Employers have a legal obligation to protect their health and safety and that of their workforce. Regulation 3, of the Management of Health and Safety at Work Regulations 1999, requires, among other things, that all employers assess the risks to the health and safety of their employees while they are at work.
- A Risk Assessment identifies and assesses sources of harm, considers the effectiveness of existing procedures to counter these, recommends further procedures as deemed necessary and regularly reviews this process

### **What do Risk Assessments cover?**

- Risk Assessments need to be wide in scope covering; People, Equipment, Materials and Environment
- Only significant hazards should be included in a risk assessment

### **Definitions**

- A HAZARD is anything that could cause harm
- A RISK is the likelihood of it happening

### **Risk Rating** (Evaluating the Risk)

When assessing risk two essential factors have been considered -

- The SEVERITY – the consequence of injury
- The PROBABILITY – the likelihood of injury

Detailed is the index used in compiling these assessments

#### **Severity Index**

- Low – Remote to slight possibility of minor injury requiring in house first aid
- Medium – Injury requiring doctor or referral to hospital
- High – Anything from serious or severe injury e.g concussion, bone fracture up to Something capable of causing death, loss of sight, amputation, wide scale illness

#### **Probability Index**

- Low – Unlikely to minimal chance of occurrence
- Medium – May Occur
- High – Probably to almost certainly will occur

**RISK ASSESSMENTS – CAERLEON CARDIFF**

<b>Hazard</b>	<ul style="list-style-type: none"> <li>• Covid-19 Coronavirus</li> </ul>
<b>Risk to whom</b>	<ul style="list-style-type: none"> <li>• Staff, Children &amp; Parents</li> <li>• Vulnerable Groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Visitors / Anyone coming into contact with Caerleon – delivery drivers, contractors, enforcing authorities, etc.</li> </ul>
<b>Hazards &amp; how they might cause harm</b>	<ul style="list-style-type: none"> <li>• Spread of Covid-19 Coronavirus leading to illness &amp; the possible need for medical attention</li> </ul>
<b>Severity of Risk</b>	<ul style="list-style-type: none"> <li>• High</li> </ul>
<b>Probability of Risk</b>	<ul style="list-style-type: none"> <li>• Medium</li> </ul>
<b>Category</b>	<b>Existing Control Measures</b>
<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff have been consulted on the preparation of the Covid-19 Risk Assessment and control measures</li> <li>• All staff's health and circumstances was assessed ahead of returning to Caerleon. The All Wales Covid-19 Workforce Risk Assessment Tool was used and assessment included identifying any members of the staff's household that may be at risk</li> <li>• Only staff who are symptom free or have completed any required isolation period may attend Caerleon</li> <li>• Temperatures of staff will be taken on arrival at Caerleon each day and anyone with a temperature of 37.8 degrees C or above will be sent home. Arrival procedures include a staff fitness to work and welfare check.</li> <li>• Staff will be required to sanitise their hands on arrival for work, frequently throughout the day and ahead of leaving shift</li> <li>• Staff will be required to wear face coverings when they are not responsible for caring for children or completing administrative duties at a desk</li> </ul>

<b>Category</b>	<b>Existing Control Measures</b>
<ul style="list-style-type: none"> <li>• Staff continued</li> </ul>	<ul style="list-style-type: none"> <li>• Completing of staff supervision meeting which is standard practice provides staff the opportunity to discuss how they are coping and to express any concerns they may have. Staff and Managers have been provided with contact details for Mental Health helplines</li> <li>• Managers have completed the National Day Nurseries Associations (NDNA) training on Supporting Well-being in the Early Years Workforce</li> <li>• Any staff who develop symptoms of Covid-19 while at Caerleon will immediately be sent home and advised to book a Covid-19 test.</li> <li>• Information on accessing a Covid-19 test will be provided to all symptomatic staff</li> <li>• If a staff member tests positive, the advice of Public Health will be sought to establish other staff and children within the group who need to self-isolate at home for 14 days</li> </ul>
<ul style="list-style-type: none"> <li>• Children</li> </ul>	<ul style="list-style-type: none"> <li>• All children's health will be assessed ahead of commencing or returning to Caerleon. Assessment to include identifying any members of the child's household that may be at risk</li> <li>• Only children who are symptom free or have completed any required isolation period may attend Caerleon</li> <li>• Temperatures of children will be taken on arrival at Caerleon each day and anyone with a temperature of 37.8 degrees C or above will not be allowed to attend</li> <li>• If there was a concern a child was developing a fever, then temperature would be taken which is normal operational procedure</li> <li>• Managers will refuse to accept any medication from parents that suppresses or controls temperature or to allow a child to attend if they have taken any such medication that day</li> <li>• Children will be required to sanitise their hands on arrival at Caerleon, frequently throughout the day and ahead of being collected to go home</li> <li>• Children can continue to bring bags from home, but bag should only include items required for that day's care. Parents are asked to ensure bags are kept as clean as possible</li> </ul>

Category	Existing Control Measures
<ul style="list-style-type: none"> <li>• Children continued</li> </ul>	<ul style="list-style-type: none"> <li>• Where it is important to their wellbeing children can continue to bring comforters such as a blanket or soft toy from home, but parents are asked to ensure these are as clean as possible</li> <li>• Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>• Children will be individually supported to understand the changes and challenges they may be experiencing as a result of Covid-19.</li> <li>• Children who develop symptoms of Covid-19 will be isolated with a supervising staff member and parents will be contacted to collect the child immediately and advised to book a Covid-19 test.</li> <li>• Where a child tests negative, Caerleon will need sight of the negative test before the child will be allowed to return to the setting.</li> <li>• Information on accessing a Covid-19 test will be provided to the parents of all symptomatic children</li> <li>• Where a child tests positive, the advice of Public Health will be sought to establish other staff and children within the group who need to self-isolate at home for 14 days</li> <li>• In line with Welsh Government Guidelines children will not be permitted to wear face coverings as incorrect handling may inadvertently increase the risk of transmission</li> </ul>
<ul style="list-style-type: none"> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• All parents must wear a face covering when dropping off/collecting their child</li> <li>• Only parents who are symptom free or have completed any required isolation period will be able to drop off / collect their children</li> <li>• Parents have been issued with written guidance regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of staff, their children and themselves</li> <li>• Payments for fees will need to be made by Direct Debit or by credit / debit card over the telephone, or by Voucher.</li> <li>• Parents will be made aware of any confirmed positive Covid-19 cases. Confidentiality of individuals will be protected at all times</li> </ul>

Category	Existing Control Measures
<ul style="list-style-type: none"> <li>• Parents continued</li> </ul>	<ul style="list-style-type: none"> <li>• Parents can raise concerns by following Caerleon's complaints procedure</li> </ul>
<ul style="list-style-type: none"> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors will not be permitted to enter Caerleon unless essential. Where possible essential visits will be conducted outside normal hours.</li> <li>• All permitted visitors -               <ul style="list-style-type: none"> <li>○ must wear face coverings</li> <li>○ provide details for track and trace</li> <li>○ have their temperature taken</li> <li>○ sanitise their hands upon arrival and departure</li> </ul> </li> <li>• Contactless deliveries have been requested from all suppliers</li> </ul>
<ul style="list-style-type: none"> <li>• Physical Distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing will be kept to a minimum while ensuring compliance with regulation and still effective operation of Caerleon</li> <li>• Wherever possible staff will be allocated fixed rooms and they will not mix with other rooms / groups during the day</li> <li>• Staff have been instructed to avoid physical contact with their colleagues and ensure physical distancing is maintained wherever possible</li> <li>• The maximum number of children allowed in each base room has been reduced to assist physical distancing. Numbers will not return to previous levels until we are satisfied it is safe to do so</li> <li>• Children are allocated their own room and the care routine is undertaken within this room and wherever possible they will not mix with other rooms / groups during the day</li> <li>• Children will be cared for each day in groups that remain as consistent as possible and staff within that group will endeavour to socially and physically distance from one another.</li> <li>• Activities that involve close physical contact or require the same equipment to be touched by different children will be avoided</li> <li>• A schedule has been implemented for using the garden to ensure all children have sufficient time outdoors but do not mix with other children. Equipment will be cleaned between uses</li> </ul>

Category	Existing Control Measures
<ul style="list-style-type: none"> <li>Physical Distancing continued</li> </ul>	<ul style="list-style-type: none"> <li>When Jump is closed to the public where possible the additional space available will be used to assist physical distancing in practice</li> <li>Distance between cots and beds has been increased</li> <li>Fire Evacuation Procedures have been modified to ensure rooms remain apart once they arrive at the Fire Assembly Point in the garden</li> <li>Any outings into the community will only take place if the most recent Government Guidance allows</li> <li>Drop off / collection of children will be restricted to one parent / carer at any given time. If the person collecting is not a member of the child's household then the parent will be expected to discuss their personal circumstance with Caerleon's Manager.</li> <li>Parents will not be permitted to enter Caerleon when dropping off / collecting and will be required to maintain physical distancing at all times. Markings and signage will be displayed to assist this</li> <li>Staff Rest Facilities have been reorganised to ensure social distancing can be maintained at all times.</li> <li>A maximum of one parent at any time will be allowed to enter Caerleon for settling in sessions. Physical distancing will need to be maintained at all times.</li> <li>Parent communication in respect of individual children will need to take place via telephone or email</li> <li>Family days and parents evenings will be paused</li> </ul>
<ul style="list-style-type: none"> <li>Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>To ensure we adopt best practice hygiene controls and infection prevention measures we refer to Public Health Wales, Health Protection Team Infection Prevention and Control Guidelines and use their Quality Improvement Audit Tool that has been created specifically for childcare settings</li> <li>An enhanced cleaning schedule has been implemented throughout the premises. Communal areas, touch points and hand washing facilities will be regularly cleaned and sanitised throughout the day. This includes cleaning of resources used by children for play and learning experiences. A staff member with no responsibility to care for children will be assigned these duties</li> </ul>

• <b>Category</b>	• <b>Existing Control Measures</b>
<ul style="list-style-type: none"> <li>• Hygiene continued</li> </ul>	<ul style="list-style-type: none"> <li>• All items will be laundered at the highest possible wash temperatures</li> <li>• It is a standard procedure that items such as towels and bedding are not shared by children</li> <li>• Handwash facilities are available in all rooms and hand sanitiser is located in the entrance and exit of the premises</li> <li>• Staff commuting on public transport will change into their uniform once they have arrived for shift and will not leave the site while in their uniform</li> <li>• Staff greeting and returning children to their families will wear aprons, gloves and face coverings for their protection.</li> <li>• All staff have received Covid-19 / preventing infection training as well as training of all new operating procedures</li> <li>• Children will be encouraged to practice good respiratory hygiene and 'Catch It, Bin It, Kill It' Posters are displayed throughout Caerleon</li> <li>• Activities and learning experiences that involve materials that are not easily washable such as malleable materials are used following strict guidelines and soft toys and furnishing have been removed where possible</li> <li>• Controlled use of Jump's play facilities will only continue if staff can safely maintain the environment. Sandpits and ball pits have been removed due to the difficulty in easily cleaning</li> <li>• Parents will be encouraged not to leave travel accessories such as buggies and car seats at Caerleon</li> </ul>
<ul style="list-style-type: none"> <li>• Health &amp; Safety, Operating Practices</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety checks of the premises were completed ahead of reopening</li> <li>• Air handling systems will be left on to regulate air changes and where possible windows will be left open</li> <li>• Meals and snacks will be plated separately for each child with no shared food items being served from platters</li> <li>• Where possible staff have been allocated dedicated workspaces / computer terminals for completing administration. These stations will be regularly cleaned</li> <li>• Tablets / Cameras used by staff for documenting learning experiences will be cleaned after each use.</li> <li>• Detailed staff and child attendance records will be maintained to assist any contract tracing that is needed</li> </ul>

Category	Existing Control Measures
<ul style="list-style-type: none"> <li>• Health &amp; Safety, Operating Practices continued</li> </ul>	<ul style="list-style-type: none"> <li>• A monitoring system has been implemented to ensure a supply of Personal Protection Equipment (PPE) is available for all needs and that sufficient cleaning, disinfecting and sanitising products are available</li> <li>• Established PPE practices for routine care do not need to change although masks and eye protection will be worn by staff caring for symptomatic children who have been isolated and whenever administering first aid.</li> <li>• Staff have been trained on any new PPE in order to reduce the risk of onward transmission of infection</li> <li>• Notices have been displayed at reception to remind parents of the importance of physical distancing when waiting to drop off or collect their children</li> <li>• Where possible deliveries will be decanted from packaging ahead of storage / distribution around Caerleon</li> <li>• The Local Public Health Protection (HPT) will be notified if 2 or more people (staff or children) have possible Covid-19 symptoms occurring within 14 day</li> <li>• The HPT and the regulatory bodies (CIW) will be notified of any staff or children returning a positive Covid-19 test</li> </ul>
<p><b>Further Actions</b></p>	<ul style="list-style-type: none"> <li>• Monitoring updated advice from government, local authority and enforcing authority and update control measures as appropriate</li> <li>• Control measures / Risk Assessment to be formally reviewed each fortnight or sooner if any control measure fails in practice</li> <li>• Update staff and parents with any changes in control measures</li> </ul>