

8.4a - Risk assessment for prioritised places and staff shortages during the coronavirus (COVID-19) outbreak

Assessment carried out by: Kate Shaw (Manager)

Assessment date: 22nd September 2020 (Updated: 27/08/2021)

Manager's signature:

Hazard (What are the risks you have identified?)	People (Who might be harmed)	Severity (How badly could they be harmed, in a worst case scenario?)	Likelihood (of harm with present controls)	Risk Level	Controls (What controls can be put in place?)	Further Action (What needs to be changed, by whom and by what date?)	Likelihood (of harm with extra controls)
<p>Maintaining adequate ratios due to staff shortages</p>	<p>Staff Children Families</p>	<p>Emotional well-being</p>	<p>Remote</p>	<p>Medium</p>	<p>Bank staff to be contacted immediately in the event of staff absence</p> <p>The setting manager will contact other setting's in the area to pool staff where possible.</p> <p>In the event of no available bank staff or sharing staff with other settings then members of the committee or volunteers with a valid DBS & EY2 will be sought. Adequate child to adult ratio as set by the EYFS must still be met</p> <p>In the event that all of the above controls are unable to be met the setting class size will be reduced to 12 children per day. Places will be prioritised to (in descending order):</p> <ul style="list-style-type: none"> ▪ Vulnerable children ▪ Children of critical worker families ▪ Children in receipt of Pupil Premium and Two year old funding ▪ 3 to 4 year olds starting reception in September 2021 ▪ Two year olds 	<p>Local Authority guidance will be consulted as soon as the possibility of staff shortage is highlighted.</p> <p>A database of bank staff and volunteer contacts to be created – <i>September 2020</i></p>	<p>Remote</p>

<p>Child becomes unwell</p>	<p>Children</p>	<p>Minor injury or illness</p>	<p>Remote to Likely</p>	<p>Medium</p>	<p>If anyone in the setting becomes unwell with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia):</p> <ul style="list-style-type: none"> ▪ They must be sent home and advised to follow COVID-19 guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they must self-isolate for at least 10 days ▪ They should arrange to have a PCR test to see if they have coronavirus (COVID-19) ▪ other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. UNLESS fully vaccinated or aged under 18 years and 6 months. ▪ If the follow up PCR is negative and the case has no symptoms, case and contacts can stop isolating. <p>If a child is awaiting collection:</p> <ul style="list-style-type: none"> ▪ They should be moved, if possible, to a room where they can be isolated behind a closed door 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 ▪ If they need to go to the bathroom while waiting to be collected, they should be taken to a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else ▪ PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance <p>As is usual practice, in an emergency situation call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace</p>	<p>Setting to remain up to date with current guidelines: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#safeguarding-and-welfare</p> <p>Setting to acquire a consistent and reliable source of PPE – <i>To be audited weekly</i></p> <p>Local Authority to be notified of possible COVID case outbreak – <i>Immediately on identification of a possible case</i></p>	<p>Remote to likely</p>
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Staff becomes unwell	Staff	Minor injury or illness	Remote to likely	Medium	<p>Staff to be sent home immediately at the onset of symptoms and to follow the same procedure or testing and isolation as stated previously for children</p> <p>In the event that adequate ratios cannot be maintained are the setting class size will be reduced to 12 children per day. Parents may be contacted to collect their child. Places will be prioritised to (in descending order):</p> <ul style="list-style-type: none"> ▪ Vulnerable children ▪ Children of critical worker families ▪ Children in receipt of Pupil Premium and Two year old funding ▪ 3 to 4 year olds starting reception in September 2021 ▪ Two year olds 		Remote to likely
Children's emotional wellbeing	Children	Emotional wellbeing	Likely	Medium	<p>The implementation of the key worker system is paramount to supporting children's emotional wellbeing, key workers should foster positive relationships with both child and the child's family. Key workers are responsible for the developmental next steps, settling of children and feeding back to parents.</p> <p>Boxall profile assessments will be completed on all children (where prior parental consent given) to assess the children's social, emotional, and behavioural development and plan nurture activities to support children's wellbeing.</p> <p>Stories and activities to be planned and readily available to children around feelings and family. Such as "The colour monster", "In my heart", "Huge bag of worries", puppet play and Lego therapy. Children are encourage to discuss their worries and concerns and should feel listen to, safe and supported by staff.</p>	Boxall profile assessments to be carried out – <i>by 16th October</i>	Remote to likely

Staff's emotional wellbeing	Staff	Emotional wellbeing	Likely	Medium	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>Management in regular communication with Furloughed employees via telephone.</p> <p>Consultation day prior to return.</p> <p>Back to work interviews.</p> <p>Supervisions.</p>	Regular communication of mental health information and open-door policy for those who need additional support. – <i>Continuous throughout pandemic</i>	Remote to likely
Disruption of key worker system	Staff Children	Emotional wellbeing	Remote to Likely	Low	<p>Children will be allocated two key workers where necessary, in the event one keyworker is absent.</p> <p>Please see controls for “<i>Maintaining adequate ratios due to staff shortages</i>”</p>		Remote
Supporting families and children in the event of localised lockdown	Children Families	Emotional wellbeing	Likely	Medium	<p>Useful resources and information will be shared with families via our social media platforms and email.</p> <p>Constantine Pre-school offers a lending library to families, this includes activity packs, books, and toys. Management will offer a delivery service to parents throughout lockdown periods, this can be organised via email.</p>		Remote
Class size reduction in response to localised or full lockdown	Staff Children Families	Emotional wellbeing	Likely	Medium	<p>In the event of localised or full lockdown the setting class size will be reduced to 12 children per day. Places will be prioritised to (in descending order):</p> <ul style="list-style-type: none"> ▪ Vulnerable children ▪ Children of critical worker families ▪ Children in receipt of Pupil Premium and Two year old funding ▪ 3 to 4 year olds starting reception in September 2021 ▪ Two year olds <p>Parents will be notified of changes via our social media platforms and by telephone should we not be able to make contact by email.</p>	Setting to remain up to date with current guidelines: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#safeguarding-and-welfare	Likely

If following risk assessment and control measures the level of risk remains high and the risk of harm remains very likely then the place should not be offered.