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| Hazard | Who is at Risk? | What can be done to reduce the risk? | Recommended Additional Precautions | Action Taken including date | Review Date  Calendared Y/N |
| Contracting Coronavirus Covid-19  Child, Staff Member or Visitor develops symptoms or tests Positive at home  Contracting Coronavirus Covid-19  Child, Staff Member or Visitor develops symptoms at Twilight  Contracting Coronavirus Covid-19  Unwashed Hands  Transmission via surfaces  Transmission by air  Minimising touch points | All Staff, children, visitors.  All Staff, children, visitors.  All Staff, children, visitors.  All Staff, children, visitors.  All Staff, children, visitors.  All Staff, children, visitors.  All Staff, children, visitor | Staff members and children must not come into Twilight if they have symptoms or test positive.  Person with symptoms should be sent home and advised to organise a PCR test.  Good hand hygiene followed.  No toys or food to be brought in from home.  Frequently touched equipment will be cleaned often.  Cover mouth and nose with disposable tissues when you cough or sneeze. Dispose of tissues into a rubbish bag then immediately wash hands as above. If no tissue available, sneeze or cough into the crook of our elbow.  Good ventilation should be introduced  Staff and children to reduce respiratory contamination.  Wash hands before and after using high contact items. | A PCR test should be done within 2 days.  If positive they should isolate for 10 days. NHS Test and Trace will work with them to identify close contacts.  A negative PCR and no symptoms allow a return.  Whilst still in setting the individual should be moved to isolation in another room ideally with the door closed and the windows open. They should have sole use of a toilet where possible. If not, this should be cleaned and disinfected immediately after use.  PPE should be worn by one staff member who should solely deal with the individual. This PPE plus any disposable items used by the individual should be discarded – double bagged and isolated for 72 hours before placing in bins. The staff member should then wash their hands thoroughly.  If condition worsens ring 999.  Enhanced cleaning should be carried out of all areas the person accessed.  Washing hands more often than usual plus: -  On arrival at setting  If you touch your face.  If you sneeze or cough.  If you blow your nose.  Before and after eating.  Before and during handling food.  After using the toilet.  Hands must be washed thoroughly for 20 seconds with soap and running water then dried thoroughly or alcohol-based hand sanitiser used.  Touch points such as light switches and door handles should be disinfected at the start and finish of each session  Ensure a good supply of tissues.  .  Windows and External Doors should be open where possible. External Doors open where safe to do so.  Seating to be organised to avoid face-to-face when eating.  Staff to stand behind children when helping them, where possible.  Staff to have own pen in their bum bag. | Email to staff and parents\carers Sept 2021  Emergency Kit sourced  Apron, Mask, Gloves and Face Shield. These are in the Grab Bags. Further spares available in settings.  Stocks of hand wash and hand sanitisers to be checked along with paper towels (where used) daily.  Checklists to include this action  Check tissues stocks daily.  Check individual for further symptoms of C19  Staff advised they are able to wear a mask or visor at all times if they choose to.  Staff email September 2021 | Christmas 2021  Christmas 2021  Christmas 2021 |

