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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 DateCalendared Y/N |
| Contracting Coronavirus Covid-19Child, Staff Member or Visitor develops symptoms or tests Positive at homeContracting Coronavirus Covid-19Child, Staff Member or Visitor develops symptoms at TwilightContracting Coronavirus Covid-19Unwashed HandsTransmission via surfacesTransmission by airMinimising touch pointsMinimising contact between adults in communal areasMaintaining Air Quality | 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, visitorAll 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 introducedStaff and children to reduce respiratory contamination.Wash hands before and after using high contact items.Adults to keep to one person in the kitchen areas and to maintain distance in the main rooms used.CO2 monitors to be plugged in and switched on at each setting in every session. | If a Lateral Flow tests positive staff member must isolate and test again on day 6 & 7 if negative staff member can return to work if positive staff member must continue to isolate until lateral flow tests are negative.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 settingIf 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 sessionEnsure 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.Staff to wear a mask in communal areas such as the kitchens if more than one person in the room. Staff advised to wear masks if they need to come into close contact with each other.Staff to check these and place in different positions to check all areas of main rooms. | Email to staff to ensure they are awareEmergency Kit sourcedApron, 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 actionCheck tissues stocks daily. Check individual for further symptoms of C19Staff advised they are able to wear a mask or visor at all times if they choose to. Staff email September 2021Staff email December 2021Staff email December 2021 | February 2022Christmas 2021Christmas 2021January 2022 |

