Covid-19: Risk Assessment Plan

This form can be used for identifying and addressing and reporting any Covid-19 hazards identified. Visit *Infection Prevention and Control for Childcare Settings Guidance,* or *Stay at home if you think you have coronavirus (Self-isolation) guidance* and Guidance for childcare and playwork: Coronavirus for further guidance, templates and examples.

Date of risk assessment:		**Assessment review date:**		**Assessment carried out by:**	

Hazards What are they?	**Date identified.**	**Who might be harmed & how?**	**What are you already doing?**	**What further action is needed?**	**Action by whom?**	**Action by when?**	**Date complete**
Access to venue and changes to education provision Have you discussed re-opening with your venue/landlord? Can you cover your rent with anticipated income- does your rental agreement need to be reviewed? Have you outlined cleaning/hygiene responsibilities with other people accessing the venue? Are local schools staggering collection times for the end of the day and how will this be managed? Have you made CIW aware that you are reopening? Do you need to alter your opening times, or register your provision with							

CIW if you are not yet registered to open for longer than 2 hours?							
Sector-specific advice Have you checked the *Infection Prevention and Control for Childcare Settings Guidance,*? Have you shared this with staff?							
Insurance Did you inform your insurance of your temporary closure? Have you notified your insurer that you are re-opening and ensured all cover is still in place, with no payments having been missed?							
Entrance / Exits Social Distancing of parents / children during pick up / drop off. Can separate entrances and exits be allocated? If school based, can club have their own entrance/exit to other parents?							
Signing in / out Cross contamination of pens, can a member of staff be allocated to sign in / out?							
Taking Cash payments Contamination. Can BAC's / contactless / ParentPay payments be used?							

Staggered drop offs/Collections/transportation Social distancing of parents / children. Children over 11 years to wear face coverings whilst in transportation. If using a vehicle, can you have consistent groups of children accessing the same vehicle? Are you implementing additional vehicle cleaning?							
Social Distancing Do you need to allocate new rooms or can outside space be included? Consider ways to minimise mixing, ensuring staffing is as consistent as possible and agency staff taken on on a weekly rather than daily basis. Can staff socially distance during break times and during post session clean up or can breaks be staggered?							
Staffing / Volunteers **Meeting staff ratios.** Specific risk assessments to be undertaken with staff who may be at increased risk (e.g. those who have chosen not to receive vaccinations/unable to be vaccinated; staff with specific							

vulnerabilities) and agree any additional measures required to minimise risk (e.g. use of PPE/face masks/social distancing)							
Personal Protective Equipment Contamination/ spread of germs. What will you require for staff members? How will you dispose once used? Have staff been trained in how to safely use PPE and do they know when use is required? Use of Hierarchy of Controls approach as outlined in [Guidance for childcare and playwork: Coronavirus].							
Staff Uniforms Contaminated uniforms. Do the staff members have enough uniforms to be able to wash daily (can other clothing be worn)?							
Shared Staff items Contamination. Think about club mobile phones, walkie talkies, door monitor, laptops, pens etc							
Shared staff areas / rooms Contamination/ spread of germs							

Consider staggered lunch breaks, cleaning of communal areas, toilets, kitchen etc.							
Cleaning Contamination. Think about a cleaning rota, staff allocated to cleaning, do you have sufficient cleaning products? PPE for cleaning safely?							
Legionella Think about the water system, has it been safely flushed? Outdoor toys, water trays, etc. See CWLWM guidance for more information.							
Central Heating Check your central heating, hot water supply, smoke alarm, fire alarms, fire extinguishers. Are all your safety certificates up to date?							
The Building Check outside for build-up of debris, weeds, vandalism etc. Is it a shared building with shared access? Do you need to mark the floor? Consider using a one-way system in high-traffic areas. Can the building be ventilated? Can the windows remain open?							

Cleaning equipment Contamination. Think about a rota for cleaning toys etc, introduce an isolation box for items? Protective equipment for cleaning? Where will you clean items?							
Activities including the use of Sand / Water / Books Using the *Infection Prevention and Control for Childcare Settings Guidance,* are there any considerations required to minimise risk of transmission when using resources/equipment? Are there resources/equipment that will require more frequent cleaning? Do you need to set a cap for how many children are using certain resources at any time? Can more activities be taken outdoors?							
Children Lunch boxes Contamination Can they be stored safely? Do you have space for children to eat lunch safely?							
Test Trace Protect Have you implemented a policy to outline any actions/responsibilities in light of Test Trace Protect? How							

will you ensure the Contact Trace Team can contact all relevant parties? Could you implement a document recording all staff vaccinations and dates? Vaccinations, whilst strongly encouraged, cannot be made compulsory for staff and unvaccinated staff must not be discriminated against, but to allow you to manage risk and introduce additional mitigating actions, it might be useful for you to know who has received both vaccinations and who has not.							
Attending more than one setting-Staff/Children Up to date documentation of when the child attends? Can you liaise with the parent to have records of when the child is in each setting? Can staff change clothes? Are there lots of opportunities to wash their hands- especially at the start of shift.							
Visitors Decide who you deem essential, does this match the guidance?							

Have you a way of keeping accurate records of visitors? Can visitors visit the setting at a time where they are less likely to come in to contact with less people? I.E after hours? Weekend? Is there opportunity for visitors to sanitise/handwash? Could they be asked to wear a face covering?							

Signature of Senior Playworker:		**Date:**	
Signature of Club Registered Person/Responsible Individual/delegated manager:		**Date:**	

Cynllun Asesu Risg - Covid-19:

Gellir defnyddio'r ffurflen hon i adnabod, rhoi sylw ac adrodd ar unrhyw beryglon Covid-19 a rhoi sylw i unrhyw beryglon Covid-19 a adnabyddir. Ewch i *Arweiniad ar Atal a Rheoli Heintiau* neu *Arweiniad ar aros gartref os ydych yn credu bod gennych Coronafeirws* a Mesurau Diogelu mewn Lleoliadau gofal plant a gwaith chwarae am arweiniad pellach, templedi ac enghreifftiau.

Dyddiad yr asesiad risg		Dyddiad yr adolygiad asesu:		Cynhaliwyd yr asesiad gan:	

Peryglon. Beth ydyn nhw?	Dyddiad adnabod	Pwy allai gael niwed a sut?	Beth ydych chi eisoes yn ei wneud?	Pa weithredu pellach sydd ei hangen?	G we ith re du ga	G we ith re du ga	Dy dd ia d cw bl

					n bwy? Action by whom?	n bwy? prryd?	hau complete
Mynediad i fan cyfarfod a newidiadau i'r ddarpariaeth o addysg A ydych chi wedi trafod ailagor gyda'ch man cyfarfod/landlord? A allwch chi dalu'ch rhent gyda'ch incwm tybiedig – aoes angen adolygu'ch cytundeb rhent? A ydych wedi amlinellu'r cyfrifoldebau glanhau/hylendid gyda phobl sy'n cyrchu'r man cyfarfod? A yw'r ysgolion lleol yn graddio'r amserau casglu ar ddiwedd y dydd, a sut y bydd hyn yn cael ei reoli? A ydych chi wedi hysbysu AGC eich bod yn Ailagor? A oes angen i chi newid eich amserau agor, neu gofrestru'ch darpariaeth gydag AGC os nad ydych eto wedi'ch cofrestru i agor yn hwy na 2 awr?							

Cyngor sector-benodol Ydych chi wedi gwirio'r? A ydych chi wedi rhannu hyn gyda staff?							
Yswiriant A wnaethoch chi roi gwybod i'ch cwmni yswiriant o'ch cau dros dro? A ydych chi wedi hysbysu eich yswiriwr eich bod yn ailagor ac wedi sicrhau bod y warchodaeth yn dal yn ei lle, a'ch bod heb fethu yr un taliad?							
Mynedfeydd / Allanfeydd Ymbellhau Cymdeithasol rhieni / plant yn ystod cyfnodau codi / casglu. A ellir pennu mynedfeydd ac allanfeydd ar wahân? Os yw wedi ei leoli mewn ysgol, a all y clwb gael ei fynedfa/allanfa ei hun ar wahân i rieni eraill?							
Llofnodi i mewn / allan Croes-heintio peniau, a all aelod o'r staff gael ei bennu i lofnodi i mewn / allan?							
Heintio o gymryd taliadau Arian Parod A ellir defnyddio BACS / taliad digyffwrdd / taliadau ParentPay?							
Gollwng/Casglu/Cludo ar wahanol adegau Ymbellhau cymdeithasol rhieni / plant							

Plant dros 11 mlwydd oed i wisgo gorchuddion wyneb pan fyddant yn cael eu cludo. Os ydych yn defnyddio cerbyd, a allwch chi fod â grwpiau cyson o blant yn cyrchu'r un cerbyd? A ydych chi'n gwneud glanhau'r cerbydau'n amlach?							
Ymbellhau Cymdeithasol A oes angen i chi neilltuo ystafelloedd newydd neu a ellir cynnwys y tu allan i'r adeilad? Ystyriwch ffyrdd o leihau cymysgu i'r eithaf, gan wneud yn sicr bod y staffio mor gyson â phosibl ac y cyflogir staff asiantaethau yn wythnosol yn hytrach nag yn ddyddiol. A all staff ymbellhau yn ystod adegau toriad ac yn ystod y glanhau wedi'r sesiwn, neu a ellir graddio'r toriadau?							
Staffio/Gwirfoddolwyr / Ateb cymarebau staff Dylid ymgymryd ag asesiadau risg penodol gyda'r staff a allai fod mewn mwy o risg (e.e. y rhai sydd wedi dewis peidio â chael brechiadau/sy'n analluog i gael eu brechu; staff â chyflyrau hyglwyf penodol) a chytuno ar unrhyw fesurau ychwanegol gofynnol i leihau risg (e.e. y defnydd o Gyfarpar Diogelu							

Personol(PPE)/mygydau wyneb/ymbellhau cymdeithasol).								
Personal Protective Equipment Contamination/ spread of germs. Cyfarpar Diogelu Personol (PPE) Heintio / gwasgariad germau Beth fydd ei angen arnoch ar gyfer aelodau o'r staff? Sut fyddwch chi'n cael gwared arno unwaith y caiff ei ddefnyddio? A yw'r staff wedi eu hyfforddi mewn sut i ddefnyddio CDP(PPE) yn ddiogel ac a ydyn nhw'n gwybod pa bryd i'w ddefnyddio? Y Defnydd o ddull Hierarchiaeth o Reolaethau fel yr amlinellir yn yr Arweiniad i ofal plant a gwaith chwarae: Coronafeirws.								
Gwisgoedd Unffurf Staff Gwisgoedd Unffurf wedi'u heintio A oes gan aelodau'r staff ddigon o wisgoedd unffurf i allu eu golchi'n ddyddiol (a ellir gwisgo dillad arall)?								
Eitemau a Rennir ymysg Staff Heintio Ystyriwch ffonau symudol y clwb, ffonau walkie talkie, monitor y drws, gliniaduron, peniau a.y.b.								
Ardaloedd / ystafelloedd a rennir gan y staff Heintio / lledaeniad germau								

Ystyriwch doriadau graddedig am ginio, glanhau ardaloedd cymunedol, toiledau, y gegin a.y.b.							
Glanhau **Heintio** Ystyriwch rota lanhau, staff wedi eu penni i lanhau, a oes gennych ddigon o ddeunydd glanhau? PPE er mwyn glanhau yn ddiogel?							
Clefyd y Lleng Filwyr (Legionella) Ystyriwch y system ddŵr, a yw wedi ei wacáu'n ddiogel? Teganau y tu allan, dysglau dŵr a.y.b. Gwelwch arweiniad CWLWM am fwy o wybodaeth.							
Gwres Canolog Gwiriwch eich gwres canolog, dŵr poeth, larwm mwg, larymau tân, diffoddyddion tân. A yw'ch holl dystysgrifau diogelwch yn gyfamserol?							
Yr Adeilad Gwiriwch y tu allan am rwbel yn ymgasglu, chwyn, fandaleiddio a.y.b. A yw'n adeilad sy'n cael ei rannu a mynediad ar y cyd? A oes angen i chi farcio'r llawr? Ystyriwch ddefnyddio system unffordd mewn ardaloedd lle ceir llawer o fynd a dod. A ellir awyru'r adeilad? A all y ffenestri aros yn agored?.							

Cyfarpar glanhau **Heintio** Ystyriwch rota ar gyfer rota ar gyfer glanhau teganau a.y.b. Beth am gyflwyno bocs ynysu ar gyfer eitemau? Cyfarpar diogelu ar gyfer glanhau? Ym mhle fyddwch chi'n glanhau eitemau?							
Gweithgareddau yn cynnwys y defnydd o Dywod / Dŵr / Llyfrau Gan ddefnyddio'r *Arweiniad ar Atal a Rheoli Heintiau i Leoliadau Gofal Plant,* a oes unrhyw ystyriaethau sy'n ofynnol er mwyn lleihau'r risg o drosglwyddo wrth ddefnyddio adnoddau/cyfarpar? A oes unrhyw adnoddau/cyfarpar a fydd yn gofyn am lanhau amlach? A oes angen i chi osod cap ar nifer y plant a fydd yn defnyddio adnoddau penodol ar unrhyw adeg? A ellir gwneud mwy o weithgareddau y tu allan?							
Bocsys Bwyd Plant **Heintio** A ellir eu storio'n ddiogel? A oes gennych le i'r plant fwyta'u cinio'n ddiogel?							
Profi Olrhain Diogelu A ydych wedi rhoi polisi ar waith i amlinellu unrhyw gamau gweithredu/cyfrifoldebau yn wyneb Profi Olrhain Diogelu? Sut fyddwch							

chi’n gwneud yn sicr y gall y Tîm Olrhain Cysylltiadau gysylltu â’r holl bartïon perthnasol? A allech chi roi dogfen ar waith yn cofnodi holl frechiadau’r staff a’r dyddiadau? Er yr anogir brechu yn gryf, ni ellir ei wneud yn orfodol i staff, ac ni ddylid camwahaniaethu yn erbyn staff nad ydynt wedi eu brechu, ond er mwyn i chi allu rheoli’r risg a chyflwyno mesurau cyfyngu ychwanegol, gallai fod yn defnyddio i chi wybod pwy sydd, a phwy sydd heb, dderbyn y ddau frechiad.							
Mynychu mwy nag un lleoliad – Staff/Plant Dogfennaeth gyfamserol o ba bryd y mae’r plentyn yn mynychu? A ellwch chi gysylltu â’r rhiant i gael cofnodion o’r adegau y mae’r plentyn ym mhob un o’r lleoliadau? A all y staff newid eu dillad? A oes sawl cyfle i olchi’u dwylo – yn enwedig ar ddechrau shifft?							
Ymwelwyr Penderfynwch pwy ydych chi’n eu hystyried yn hanfodol, a yw hyn yn cyfateb â’r arweiniad?							

A oes gennych ffordd o gadw cofnodion cywir o ymwelwyr? A all ymwelwyr ymweld â'r lleoliad ar adeg pan fyddant yn llai tebygol o ddod i gysylltiad â llai o bobl, h.y. wedi'r oriau agor arferol? Ar y penwythnos? A oes cyfle i ymwelwyr ddefnyddio glaniedydd/olchi eu dwylo? A ellid gofyn iddynt wisgo gorchudd wyneb?							

Llofnod yr Uwch Weithiwr Chwarae		**Dyddiad:**	
Llofnod Person Cofrestredig y Clwb/Unigolyn Cyfrifol/rheolwr wedi'i ddirprwyo		**Dyddiad:**	