

12.06.20 (Fersiwn 1)

ENGHREIFFTIAU O ASESIAD RISG COVID-19

*EXAMPLES OF A COVID 19 RISK ASSESSMENT:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ardal*****Area*** | **Perygl*****Risk*** |  **Materion i’w ystyried** ***Matters to consider*** | **Disgrifiad o’r Mesurau enghreifftiau yn unig sydd yma – nodwch eich atebion eich hunain*****Measures Taken******These are only examples – note down your own answers*** | **Rhowch / *Mark*****neu/*or* x**  |
| **Cyrraedd** ***Arrival*** 1.1 | Rhieni a Phlant yn ymgynnull yn agos ger y fynedfa*Parents and Children mixing in close proximity at entrance* | System ymbellhau i blant a rhieni aros wrth y fynedfa*System for social distancing in place for children and parents waiting to come in* | e.e. Llinellau / sticeri ar lawrllythyr yn egluro i rieni beth a ddisgwylir ohonynt / cyfyngu i un rhiant i bob plentyn / trefn arwyddo mewn newydde.g.letters to parents explaining expectations to parents / limit to one parent per child / new procedure for signing children in |  |
| 1.2 | Plant gyda symptomau salwch yn dod i’r lleoliadChildren with symptoms of illness come to the setting | Rhieni a Teuluoedd yn gwybod na ddylai plant nac oedolion a symptomau fynychu*Parents and Carers understand that symptomatic children and adults cannot attend* | e.e. gwybodaeth wedi ei roi i rieni ymlaen llawe.g. information given to parents in advance |  |
| 1.3 | Pawb yn cyrraedd ar yr un pryd*Large numbers of people arrive at the same time* | Plant yn cyrraedd ar amser arbennig fesul ‘Nyth’(Grŵp bach)*Children arrive at set time according to their ‘nyth’(small group)* | e.e. Plant yn cyrraedd ar amserau gwahanol / amserlen i grwpiaue.g. Children arriving at different times – rota for groups |  |
| 1.4 | Rhiant eisiau sgwrs am ei plentyn, ac mae hyn yn creu arafwch a chiw*Parents wanting to talk about a child, creates hold up and queue* | Trefn yn ei le i rieni gysylltu am gyfarfod ar amser a lleoliad diogel*Procedure in place for parents to contact for meeting at safe time and place* | e.e.Lleoliad tu allan neu man preifat gyda awyru daRhif ffon sydd yn cael ei ateb bob troe.g. Outside venue or private well ventilated spacePhone number that gets answered every time |  |
| 1.5 | Plant yn dod a theganau ag eiddo gyda nhw i’r Cylch*Children bring possessions and teddies to Cylch* | Rhieni a phlant yn deall nad oes modd dod a theganau o gartref*Parents and Children understand that toys cannot be brought from home* |  |  |
| 1.6 | Ymwelydd hanfodol yn cael mynediad i’r Cylch heb fod wedi cymryd camau hylendid dwylo*Essential visitor enters premises without taking hand hygiene precautions* | Trefnu bod modd i bob ymwelydd hanfodol olchi neu lanhau eu dwylo*Ensure a way that all essential visitors can practice hand hygiene* | e.e. Gosod offer di-heintio ger y drwse.g. Install hand sanitizers near entrance |  |
| **1.7** | Ymwelydd annisgwyl yn cyrraedd. Ddim yn gwybod pa drefn i’w ddilynDim manylion i’w dracio a’i olrhain.*Unexpected Visitor arrives. Will not know procedures of Cylch**No Information available for contact tracing* | Gwybodaeth ar gael yn hawdd am sut a phryd i gysylltu gyda’r Cylch*Information easily available about how to contact the Cylch* | e.e. negeseuon ar wefan, Facebook, Twitter, Instagram ayybPoster wrth y fynedfa gyda chyfarwyddiadaue.g. messages on website, Facebook, twitter Instagram etcPoster at entrance with instructions |  |
| **Yr Adeilad*****The Building******2.1*** | Mae Clefyd y Rheng filwyr yn y system ddŵr poeth / oer*Legionnaires disease in the Hot or cold water systems* | Asesu risg a datryswyd y mater gyda pherchnogion yr adeilad*Risk assessment and resolution by owners of the building* | e.e. Cymryd mesurau cyn i’r Cylch agorCofnodi popethe.g. Take steps before the Cylch opensRecord everything |  |
| **2.2** | Adeilad llychlyd a brwnt yn peri risg o gyflyrau anadlol*Dirty and dusty Building creates risk of respiratory conditions* | Glanhau dwys ym mhob man cyn i’r adeilad a’r Cylch agor*Deep clean throughout before the building and Cylch re-opens* |  |  |
| 2.3 | Offer a dodrefn yn frwnt am fod defnyddwyr eraill wedi bod yn yr adeilad*Equipment and furniture is dirty due to other users having prior use of the building* | Adeilad yn lan ac wedi ei lanhau yn gyson yn arbennig ar ôl defnydd gan eraill *Building is clean and is regularly cleaned especially following use by others.*  |  |  |
| 2.4 | Plant yn y Cylch yn rhedeg o un man i’r llall heb gyfyngderau gan gyffwrdd ardaloedd â phlant mewn grwpiau arall*Children in the Cylch run to all areas with no restrictions, touching children and areas of other Pods* | Ail drefnu dodrefn i greu rhwystrau ac ardaloedd penodedig sy’n annog plant i aros yn eu hardaloedd grŵp*Re-organise furniture and areas to create breaks and barriers that encourage children to stay in the groups area* |  |  |
| 2.5 | Diffyg awyr iach yn troelli yn yr adeilad cynyddu risg o feirws yn lledu*Lack of fresh air circulating in the building increase in risk of virus particles spread* | Pwysig i sicrhau bod pob man wedi awyru*Ensure every area is well ventilated* | e.e. Ffenestri sy’n agor yn ddiogel blant / Cadw drysau ar agor gyda giatiau diogelwch / ystyried oes angen dillad ychwanegol ar y plant os oes awel drwy’r adeilade.g. Windows that open and are safe for children / Keep doors open with safety gates / consider additional clothing needs of children if breezy in building |  |
| 2.5 | Mae rhaid dilyn gweithdrefn gadael yr adeilad ar frys mae pawb yn ymgynnull gyda’i gilydd*Emergency evacuation is necessary and everyone congregates together outside* | Trefn gadael mewn argyfwng wedi ei addasu ar gyfer cadw pawb mewn nythod ar wahân*Emergency evacuation procedures have been adapted to enable everyone to stay in small groups* | e.e. PrydGan bwy?Ymarfer y drefn newydde.g. WhenBy whom/Test of new procedures |  |
| 2.6 | Lleoliad wedi ei heintio gan ronynnau feirws*Virus contamination in setting* | Trefn Lanhau drylwyr wedi nodi ar rota yn cynnwys y tai bach, sinciau, tapiau, cegin, byrddau, cadeiriau, swîts golau, cotiau babis, gatiau, llungopiwyr, dolenni ac ati Cleaning procedure in and rota in place to thoroughly clean toilets, sinks, taps, kitchen, tables, chairs, light switches, baby cots, photocopiers, handles etc | Amserlen ag hyfforddiant yn ei le i staff.Timetable and training in place for staff |  |
| **Adnoddau*****Resources***3.1 | Gronynnau Feirws yn byw ar ddefnyddiau meddal a deunyddiau dodrefn meddal.*Virus Particles live on soft furnishings and materials*  | Oes modd golchi mewn dwr poeth (60 Gradd os yn bosibl)*Can items be washed in 60 degree (ideally) water?* | Golchi pob dydd / tynnu adnoddau o’r lleoliad dros droDaily washing / remove items temporarily from the setting |  |
| 3.2 | Gronynnau Feirws yn byw mewn toes / clai *Virus Particles live in play dough / clay*  | Cymryd mesurau i leihau neu gwaredu y risg*Measures to reduce or remove risks*  | e.e. Gwaredu dros dro / defnyddio clai personol i bob plentyn/ golchi dwylo cyn ac ôl defnyddio / gwaredu bob X diwrnode.g. Remove completely / have personal supply per child / wash hand before and after usage / throw away every x day/s |  |
| **3.3** | Feirws yn heintio teganau caled megis duplo, tryciau, blociau adeiladu, offer cegin ac ati*Virus contamination of hard toys like Duplo, trucks, Building blocks, kitchen equipment* etc | Di-heintio dyddiol.Daily disinfecting | e.e.Bydd teganau bach y cael eu socian mewn bwced mewn hylif sterileiddio bob nos a’u sychu yn drwyadlRota lanhau yn ei lee.g. Small toys will be soaked in sterilizing fluid every night and dried thoroughly.Cleaning rota in place |  |
| **Diogelu staff a phlant***Keeping Staff and Children Safe*4.1 | Staff yn cario haint o un lleoliad gwaith i leoliad gwaith arall (e.e. dau Gylch neu gylch ag ysgol)*Staff Carry virus from one work place to a second work place (e.g. two Cylchoedd or school and Cylch)* | Mesurau i atal halogiad:Newid gwisgoeddGolchi dwyloNewid patrymau gwaith*Measures to limit contamination:**Change clothes**Wash hands**Change work patterns* | e.e. Hwyluso storio dillad ag esgidiau fel bod modd i staff newid i ddillad gwaith glanSicrhau amser digonol i staff newid a golchie.g. Create storage space for clothes and shoes s staff can change into work clothesensure ample time for staff to change clothes and wash |  |
| 4.2 | Mae staff yn anghofio ymbellhau wrth ei gilydd rhwng gweithgareddau*Staff forget to socially distance in between activities* | Angen ymrwymiad y tîm, arferion newydd ag hyfforddiant*Team approach, training and new habits must be established* | e.e. Pob aelod tîm i wneud addewid / atgoffwyr gweledol / gwneud i blant atgoffa staff fel gêm mewn ffordd hwyl â hiwmore.g. All team members make pledge / visual prompts / make a game for children to remind staff (using humour / fun) |  |
| **4.3** | Plant i gyd yn cymysgu a’i gilydd a byddai haint yn lledu llawer ehangach i bawb*Children in the Cylch all mix together* *and infection would spread far wider to everyone* | Creu system grwpiau bach sy’n aros gyda’i gilydd a ddim yn cael cyswllt agos gyda grwpiau arall yn y lleoliad*Create a small Group system who stay together and do not have close contact with other small groups in the setting* | e.e.Ddewis grwpiau: oes yna rai plant sydd yn cymysgu gyda’i gilydd rhywle arall gellid eu cadw ynghyd?Oes modd cadw ffrindiau agos gyda’i gilydd?Creu synnwyr o aelodaeth tîm?(Angen rheoli yn ofalus iawn – heb greu drwgdybiaeth rhwng grwpiau)e.g. How to choose groupings? Do some children already mix together elsewhere?Can you group friends together?Create sense of team membership?(Needs very careful management to avoid creating bad feeling between groups) |  |
| **4.4** | Mae aelod o staff yn sâl ac felly mae’n amhosibl cadw at y weithredu system nythod bach. *A member of staff is ill and it is impossible to operate the small Group (nythod) system* | Ydy’r plant yn byw gyda phobl bregus?Faint o achosion lleol o Covid -19 sydd yna?Beth yw barn rhieni?Rhaid cadw o fewn cymarebau cyfreithiol staff: plant*Are the children living with vulnerable people?**How many COVID cases are there locally?**What are the opinions of parents? Legal staff: child ratios must be adhered to* | e.e. Staff Banc munud olaf – sicrhau anwythiad / aros tu allan / anfon plant gartref e.g. Last minute temp staff – ensure induction / stay outdoors / send children home |  |
| **4.5** | Plentyn wedi bod mewn lleoliad arall ble mae achos o Covid-19 wedi ei gadarnhau*A child is known to have been in another setting where a case of Covid-19 has been confirmed* | Asesu lefel y risg trwy gael mwy o wybodaeth oddi wrthY Lleoliad arallRhiant / rheiniA.LL.Mudiad Meithrin*Risk assess by collecting additional information from* *Other setting**Parents**L.A.**Mudiad Meithrin* | e.e. Gweithredu ar sail yr asesiad risg – gofyn i’r plentyn gadw draw am gyfnod / derbyn y plentyn / gofyn os dylai’r plentyn gael prawf Covid-19 / monitro y sefyllfae.g. Act on basis of risk assessment – ask child to stay away for set time / accept child / ask if Covid-19 test should be done / monitor situation |  |
| **4.6** | Dim offer PPE arbenigol yn y Cylch pan fo achos o Covid-19 posibl yn digwydd gyda phlentyn arwain at heintio aelod o staff*No suitable PPE in Cylch when suspected case of Covid -19 presents in a child leading to cross infection of staff member* | Ble i ddod o hyd i offer arbenigolTrefniadau i sicrhau archebu rheolaiddGwirio safon yr offerCyflenwad yn ei le cyn i’r Cylch agor*Where to source Equipment**Procedures for ordering regularly**Check standard of equipment**Supplies in place before Cylch opens* |  |  |
| **4.7** | Plant yn cyrraedd gyda eiddo a dwylo wedi halogi*Children arrive with contaminated hands and possessions* | Trefn golchi dwylo wrth gyrraeddLleihau eiddo sydd yn dod gyda’r plentyn i’r CylchStorio eiddo i ffwrdd o’r brif ystafell*Procedure for handwashing on arrival**Reduce possessions that children bring to Cylch**Store possessions away from main room* | e.e .Lleihau dillad sydd yn dod gyda’r plantLleihau / gwaredu teganau o gartrefLleihau bwyd sy’n dod o gartrefGweithdrefn olchi dwyloStorio mewn mad allan o’r ffordde.g. reduce clothes brought in from homeReduce / stop toys brought from homeReduce food brought from homeHand washing proceduresStore in out of the way area |  |
| **Diogelu Rhieni*****Keeping Parents / Carers safe*****5** | Cysylltiad agos oherwydd bod rhieni yn talu ag arian parod*Close contact due to parents paying with cash* | Sicrhau system taliadau electronig*Set up electronic pay system* |  |  |
|  | Dau riant neu fwy yn dod i gasglu ei plentyn*Two parents or more collecting their child* | Gweithredu polisi un rhiant a chyfathrebu newidiadau gyda rhieni*Implement one parents pick up policy and communicate changes with parents* | e.e.Negeseuon mewn amryw ffyrddCyfle i rieni holi cwestiynauCyfathrebu sensitife.g.Various ways of sending messages twitter, Facebook etcGive parents way to ask questionsSensitive communication |  |
| **Cludo Plant*****Transporting Children*****6.1** | Dim ymbellhau wrth gludo plant o un lleoliad i’r llall*No social distancing transporting children from one place to the another* | Oes rhaid gwneud y siwrne?Oes modd cerdded?Cynyddu cerbydau / gwneud mwy nag un siwrne*Is the journey essential?**Is walking possible?**Increase Vehicles* *Make more than one journey* | e.e. Bws cerdded wedi sefydlu sy’n caniatáu ymbellhau cymdeithasole.g. walking bus established allowing for social distancing |  |
| **Amser Snac a chinio*****Snack and dinner*****7.1** | Haint yn lledu ar blatiau, bwyd, cyllyll a ffyrc, cwpanau*Virus particles spreads on plates, food, cutlery, cups* | Angen atal rhannu platiau, bwyd, cyllyll a ffyrc a chwpanau. Pawb i gadw un ei hun.Limit the sharing of plates, cups, cutlery | e.e.Rhoi offer unigol personol i bob plentyn wedi eu gwahaniaethu?Defnyddio ffyrdd creadigol o drio dysgu arferion newydd i’r plant e.g. Give children personal supply possibly different to each other?Find creative ways of teaching new habits to children |  |
| **7.2** | Plant yn agos at ei gilydd wrth fwyta, ac yn rhannu bwyd rhwng ei gilydd.*Children are very close together when eating* | Addasu’r man bwyta i sicrhau bod 2 fetr rhwng y grwpiau bach (nythod)*Adapt eating areas to ensure distance of 2 metres between small groups* | e.e. efallai bydd angen mwy o le arnoch a defnyddio ail ystafell?Bwyta allan os yn bosibl e.g. you may need a second room to spread outEat outside when possible |  |
| **7.3** | Haint yn cael ei ledu ar fwyd neu snac*Virus is spread through snacks or meals* | O’i goginio yn dda nid oes modd lledu haint. Gochi dwylo cyn paratoi unrhyw fwyd, gwisgo ffedog*Well cooked food does not become infected**Apron do be worn and hands to be washed to prepare all food.*  | e.e. pwy sydd yn paratoi’r bwyd? Atgoffwyr am arferion glendid bwyd, hyfforddiant,Oes angen newid trefniadau fel gofyn i blant ddod a bocsys o gartref?e.g. note who will prepare food, reminders and training in hygiene practicesConsider changing food practices like children to bring boxes from home? |  |
| **Newid Clwt / Cewyn / tai bach*****Changing nappies / Toilet use*****8.1** | Risg o basio Covid -19 wrth newid clwt neu helpu plentyn i fynd i’r tŷ bach*Risk of transmission of Covid whilst changing nappies or helping a child with toileting* | Cymryd camau di-heintio i leihau risg*Take extra disinfectant measures to reduce risks* | e.e. Parhau i ddefnyddio ffedogau a menig wrth newid plantGlanhau a sychu matiau newid clwt yn sythGwaredu gwastraff yn unol a’r Polisi newid clwt e.g. Continue use of apron and gloves when changing childrenClean and dry changing mats immediatelyDispose of waste in accordance with the Nappy Changing Policy |  |
| **Achos posibl o Covid -19 yn y Cylch / Feithrinfa****Suspected Case of Covid in the Cylch / Nursery** | Achos o Covid-19 posibl*Case of possible Covid-19* | Perygl lledu’r haint yn anadlol a thrwy gyffyrddiad neu drwy arwynebau wedi eu heintio*Danger of spread through respiratory droplets and or contaminated surfaces* | Datblygu gweithdrefn ymateb i achos o Covid 19Hyfforddi pawb yn y weithdrefn honnoSicrhau fod cyfarpar yn y lleoliad yn barodSicrhau fod y teulu yn mynnu prawf fel bod y system dracio ag olrhain yn gallu digwydd nol yr angenDevelop a procedure for dealing with possible case of Covid-19Training provided for all staff about the procedureEnsure all equipment is available in the settingEnsure the family seek a test so that the track and trace system can be utilised if needed. |  |