

Coronavirus (COVID-19) Risk assessment		
Establishment: The Greenwood Pre-school	Assessment by: Nicola Wright	Date: May 2020
Review Date: September 2020	<p>Red – high risk</p> <p>Yellow – medium risk</p> <p>Green - little or no risk</p>	Draft 13/5/20

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times. Parents to drop and pick up the children in grassed area of garden. Parents are to demonstrate social distancing at all times. A member of staff will be in the garden to welcome children and take the register. Bags to go onto lunchbox trolley at top of path. Only children who are symptom free or have completed the required isolation period attend the setting. On arrival at the Pre-school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed. No toys, teddys or blankets (or similar) to be brought in from home. Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, when changing rooms and before eating. Encourage children to avoid touching their face, eyes, nose and mouth. 	<ul style="list-style-type: none"> PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING. Families will not stick to staggered times or use good time management Families will not stick to social distancing Families will not be truthful about household health Children will want toys/teddies/blankets from home, raising risk of contamination Only 1 adult per family to drop off/collect, limit siblings that come with them where possible. Staff will not challenge families about health Hands will not be washed thoroughly Children will touch face, hands, mouth Non-essential travel and social interaction guidelines not followed by staff and families Families not telling us children have had medication Enough staff in to ensure children can adapt easier to routine changes

		<ul style="list-style-type: none"> • All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. • Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting. • Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48hours after symptoms have ended. • Any child who displays signs of a cold will not be allowed in preschool until 48hours after symptoms have ended and a negative test result. • Children taking time to settle after prolonged break and change in routine. • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Aim to limit drop off and pick up to <u>1 adult per family</u> and stagger the timings where possible. • Consider allowing parents to enter the Pre-school for the purpose of settling In sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. 	
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Childrens sessions will be organised into small groups of attendance, wherever possible these small groups or “bubbles” should not mix during the week. • Care routines including provision of snacks should be within the space allocated to each “bubble” wherever possible. • The use of communal internal spaces should be restricted as much as possible. • Outdoor spaces should be used by different “bubbles” at different times of the day. • Return will be gradual with priority given to school leavers and vulnerable learners. 	<ul style="list-style-type: none"> • Parents need for childcare, to be able to return to work, will need to be juggled against ratios and “bubbles”. • Staff mixing with different “bubbles” and cross contamination. • Lack of space to have multiple bubbles

	Play and Learning	<ul style="list-style-type: none"> • Implement social distancing where possible: <ol style="list-style-type: none"> 1. Small groups 2. Parents to leave the site promptly after dropping off children. • Minimise the resources available to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. 	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early years children. • Parents will gather in social groups outside premises. • Children will not understand they cannot explore the setting (free flow) or self-select toys and resources.
	Childrens Wellbeing and education	<ul style="list-style-type: none"> • Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. • Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time. • Provision will not be normal. Limited access to resources. Limited staff and children in each session. Limited learning due to limited resources. • Play equipment to be minimalised and multiple groups are not to use it simultaneously. • Minimalise contact and mixing by altering, as much as possible, the environment. • Removal of soft furnishings, soft toys and toys that are hard to clean. • Where possible keep children and adults in small groups, keep these groups 2m apart from each other and minimalise contact between them • Government reasoning – best place to learn and important for mental wellbeing to have social interactions with peers, carers and teachers • Provision will be based in the garden. Children will need jumper and coat every day, they will also require sun cream before attending. 	<ul style="list-style-type: none"> • Continue germ superheroes theme • Staff awareness of childrens needs and abilities • Staff awareness of children needing more reassurance • Follow current guidance on changes to EYFS, relevant to Covid 19 response. • Limited learning due to limited resources. • Children impacted by limited groups – negative impact on mental wellbeing • Not normal provision – negative impact on mental wellbeing mental well being • Staff will be focused on cleaning as we go along rather than children • Unnatural and unsettling environment • Culture of limiting contact with items, people and constant cleaning may instil anxiety in children • Children needing more comfort, making them more unsettled and uncomfortable, putting staff and children at further risk • Play base curriculum including self-selection and child led will not be able to happen • Learning will not be natural and very forced and mental wellbeing will suffer due to unnatural social interactions with peers, carers and teachers • Parents will not send child in sun creamed and will not always remember jumper and coat. Preschool clothing not to be used.
	Toileting, nappy changing and cleaning up of accidents.	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible. 	<ul style="list-style-type: none"> • Children struggle to wait their turn. • Children use to free flow with toilets, they may try to help others

		<ul style="list-style-type: none"> • Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space. • When changing nappies toilets are to be closed off to all other children. • When changing nappies staff are to wear apron and one pair of gloves. Used nappy, gloves, apron and changer paper are to be double bagged and put into child's bag for parents to dispose of at home • Children should not attend if unwell. • If an accident happens whilst it is dealt with no one else should use the bathroom. • Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • Childrens own clothes to be used. 	<ul style="list-style-type: none"> • Not being cleaned properly • Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom • Staff will overuse PPE causing shortages and unwarranted expense • Parents will not send in spare clothing, or enough of it. Preschool clothes are not to be used. Child will have to go home if no home clothes provided.
	<p>If a child starts displaying symptoms.</p>	<ul style="list-style-type: none"> • If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. • A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. <p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p>	<ul style="list-style-type: none"> • Parents must agree to prompt collection within the new contract, before child starts back a preschool. If a parent cannot agree to prompt pick up, then the child cannot return to preschool • Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.

Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the Pre-school if they are symptom free, have completed the required isolation period or achieved a negative test result. • Staff with underlying conditions unable to work as normal • Risk assessing with regular health questionnaires for returning staff. • Consideration should be given to limiting the number of staff in the Pre-school at any one time to only those required to care for the expected occupancy levels on any given day. • All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines. • Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. 	<ul style="list-style-type: none"> • Staff to be vigilant on health and stay away if unwell. This is likely to impact on staff finances as we often work through minor illnesses which we will no longer be able to do. • Testing is available to all key workers and their households. • Current government guidance to be followed. • Practitioners to receive a copy of policy and risk assessment documents before return. A copy will be retained at preschool signed by all staff to say that they have received and read a copy.
Workforce	Wellbeing	<ul style="list-style-type: none"> • Practitioners will be working different hours and in different groups • Staff will be focused of children and cleaning as we go along • Socialisation and interaction will be different with a limit to contact with other adults and the children – this is NOT possible 	<ul style="list-style-type: none"> • Limited learning due to limited resources. • Children impacted by limited groups – negative impact on mental wellbeing • Not normal provision – negative impact on mental wellbeing mental well being • Staff will be focused on cleaning as we go along rather than children • Unnatural and unsettling environment • Culture of limiting contact with items, people and constant cleaning may instil anxiety in children • Children needing more comfort, making them more unsettled and uncomfortable, putting staff and children at further risk
Food Preparation, snack and lunches		<ul style="list-style-type: none"> • Be mindful of the number of bubbles in food area. 1 bubble at a time. • 4 people per table. • Remove easel and spread tables out. • Staff and Children MUST wash hands before prep or eating, 	<ul style="list-style-type: none"> • Regular hand washing before prep and eating. • Regular hand washing after eating. • Children and staff to put their own rubbish in the bin.

		<ul style="list-style-type: none"> • Staff and children MUST wash hands after eating. • Adults to handle eaten food as little as possible. • Children and adults to be responsible for their own food rubbish. 	<ul style="list-style-type: none"> • Adult only to load Dishwasher which is to be used on hot setting not eco. • If children are very messy, staff need to use appropriate PPE to clean. • Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere. Children do not attend over lunch period
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> • Wherever possible, staff should remain with the small group of children, the “bubble” of children who they are allocated to and not come into contact with other groups. • Social distancing must be maintained during breaks. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing. 	<ul style="list-style-type: none"> • Physical distancing is impossible in early years, even though staff can be vigilant and minimise it. • Staff to engage with virtual conferencing via zoom. This can be done via app on phone/tablet or laptop.
	Training	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate. 	<ul style="list-style-type: none"> • Training available online for infection control and covid 19. Certificates to be presented/emailed before start date.
	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the preschool boundaries whilst maintaining social distancing guidelines. • Consider allowing parents to enter the Pre-school for the purpose of settling in sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. 	<ul style="list-style-type: none"> • Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the committee will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them • Further breaches may result in loss of child’s place at preschool. • Allowing parents to enter premises can put staff and children at risk.
Parents, committee and Visitors	Communication	<ul style="list-style-type: none"> • Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. 	<ul style="list-style-type: none"> • Policy and contract to be sent out to each family before return • All families to return a signed contract before return

		<ul style="list-style-type: none"> Committee to clearly and promptly keep all staff informed of changes and details of wages, policies etc. 	
	Visits	<ul style="list-style-type: none"> Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual Pre-school ours where possible. All committee involvement, should where possible, be conducted via virtual conferencing such as zoom. New family show rounds should be done virtually outside of preschool hours. 	<ul style="list-style-type: none"> Produce virtual tour to go onto website. Unannounced visitors not to be admitted Visitors by appointment only Committee and staff to engage with virtual conferencing.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to the Pre-school using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed. 	<ul style="list-style-type: none"> Guidance not followed
PPE	Both Workforce and children	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid- 	<ul style="list-style-type: none"> Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately. Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks and eye shields only when a child becomes unwell. PPE may not be available to purchase or be in short supply. Should this happen and all reasonable attempts to get more fails then preschool should close. All PPE, personal and preschool, should be used according to current guidelines. The toughing of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.

		<p>resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> • 	
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> • Clean AND disinfect frequently touched surfaces throughout the day. • This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. • Play equipment to be minimised and multiple groups are not to use it simultaneously. • Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. 	<ul style="list-style-type: none"> • Cleaning not completed thoroughly • Cleaning supplies not available • Cleaning implemented before closure to be continued, where possible. • Resources not in use should be behind plastic covers and disinfected before use. • Staff skin will get sore from frequent use of cleaning products
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> • Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. 	<ul style="list-style-type: none"> •
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ol style="list-style-type: none"> 1) the individual tests negative; waste can then be put in with the normal waste • the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste 	<ul style="list-style-type: none"> • storage issues with this – speak with school

REVIEWED BY:	<p>COMMENTS:</p> <p>Nicola: Following a risk assessment, I feel that we will be unable to reassure staff and parents that we are covid secure.</p> <p>It is my recommendation that we review information on a weekly basis and look to possibly open 6th July as the next possible date we might open. This will give us a greater idea of how lifting lockdown measures have affected the R rate and how that will impact on our prevision.</p> <p>Risk assessment can also be adapted for September.</p>
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