

Coronavirus (COVID-19) Risk assessment			Red – high risk
Establishment: The Greenwood Pre-school	Assessment by: Emma Harte	Date: May 2020	Yellow – medium risk
			Green - little or no risk
Review Date: May 2021	Approved by: Governor -	Date	

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Attendance	<ul style="list-style-type: none"> Parents to drop and pick up the children from the rear garden using the larger grey gate. Parents are to demonstrate social distancing at all times. A member of staff will be at the green wooden gate to welcome children and take the register. The gate will be opened at 8:30-9am in the morning and 12:30-12:45 in the afternoon. For pick up, it will be open from 11:45-12 and 3:00-3:30. 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, a loss of, or change to, your sense of smell or taste). 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. Children to leave a coat at pre-school on their first day back. No toys, teddy's or blankets (or similar) to be brought in from home. At drop off, the children remove coats and give to parents to take home. 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 might not use good time management Families might not stick to social distancing Families might not be truthful about household health Only 1 adult per family to drop off/collect, limit siblings that come with them where possible. Staff might not challenge families about health Hands might not be washed thoroughly Children might 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 <p>Enough staff in to ensure children can adapt easier to routine changes</p>

		<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>. 	
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children are usually organised into small groups within the setting, wherever possible these small groups or “bubbles” should not mix during the day. • 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 as much as possible. • Return might 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, might 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. Ask 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 might gather in social groups outside premises. • Children might not understand they cannot explore the setting

Children's Wellbeing and education	<ul style="list-style-type: none"> Children should be supported in age 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. 	<ul style="list-style-type: none"> Follow age appropriate ebug activities and other resources available. Staff awareness of children's needs and abilities Staff awareness of children needing more reassurance Follow current guidance on changes to EYFS, relevant to Covid 19 response.
Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> Children should be supported to do as much for themselves as possible. Limit number of children using sinks. 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. 	<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 Not being cleaned properly Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom
If a child starts displaying symptoms.	<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 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, they should use a separate bathroom if possible (staff toilet). 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 policy, 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. • We may consider 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. • 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 might be retained at preschool signed by all staff to say that they have
	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. • Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. (Aim to work with ratio of 1:6) • 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 in infection control and the standard operation procedure and risk assessments within which they will be operation. 	<ul style="list-style-type: none"> • Training available online for infection control and Covid 19. Certificates to be presented/emailed before start date.
Parents	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 parent per family and stagger the timings where possible. • Arrange drop off and pick up from the rear garden using the larger grey gate. Parents are to demonstrate social distancing at all times. A member of staff will be at the green wooden gate to welcome children and take the register. 	<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.

		<ul style="list-style-type: none"> When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area (rear garden) 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. 	
	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
Visitors	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 hours 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 alone, using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed. Parents to ensure they do not leave travel accessories including buggies, scooters and bikes in the setting premises. Outings from the setting into the local community will not be permitted until all restrictions are lifted by the government. 	<ul style="list-style-type: none"> Guidance not followed
Food Preparation /Snacks		<ul style="list-style-type: none"> Food will be eaten/made in the children's bubble (inside or outside) Staff and Children MUST wash hands before prep or eating, 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"> Regular hand washing before prep and eating. Regular hand washing after eating. Children and staff to put their own rubbish in the bin. 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. Some children struggle with basic table manners and cough, spit everywhere.

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. 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. 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-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 	<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 touching of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.
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 disposable gloves for cleaning and dispose of immediately after cleaning. 	<ul style="list-style-type: none"> Cleaning not completed thoroughly Cleaning supplies not available Cleaning implemented before closure to be continued. Soft toys and furnishings to be removed from setting, where possible.

		<ul style="list-style-type: none"> 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"> Resources not in use should be behind plastic covers and disinfected before use.
	Cleaning of electronics	<ul style="list-style-type: none"> Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day. Use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly. 	<ul style="list-style-type: none"> Cleaning not completed thoroughly Cleaning supplies not available Resources not in use should be behind plastic covers and disinfected before use.
	Cleaning of clothing, towels and soft furnishings	<ul style="list-style-type: none"> Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Dirty laundry can be washed with other items. Clean and disinfect hampers according to guidance above for surfaces. 	<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"> 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">
Premises	Building	<ul style="list-style-type: none"> Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening. Keep windows open where possible to ensure ventilation 	<ul style="list-style-type: none">
	Resources	<ul style="list-style-type: none"> Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival All resources required for play and learning experiences of children should be regularly washed and/or sterilised Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly 	<ul style="list-style-type: none"> Children might want toys/teddies/blankets from home, raising risk of contamination Cleaning not completed thoroughly Cleaning supplies not available Cleaning implemented before closure to be continued. Resources not in use should be behind plastic covers and disinfected before use.
Supplies Procurement & monitoring	Supplies Procurement & monitoring	<ul style="list-style-type: none"> The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control 	<ul style="list-style-type: none"> Cleaning supplies not available

		<ul style="list-style-type: none"> • A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other Pre-School washing. • Pre-school to ensure snacks and milk are available for all children. 	
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