

Coronavirus (COVID-19) Risk assessment		
Establishment: Brightsparks PreSchool	Assessment by: Linda Northcott / Anna White	Date: September 2020
Review Date: November 2020	<p>Red – high risk</p> <p>Yellow – medium risk</p> <p>Green - little or no risk</p>	Draft: 26/8/2020

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> Gates to be opened from 8.55am to 9.10am and 2.50pm to 4.10pm to allow staggered times to drop off/collect. Social distancing to be adhered to at all times. All other departures and collections to be done via the main entrance doors. Staff to wear face coverings at drop off and pick up. Parents to wear face coverings at drop off and pick up. Parents to enter and leave the setting via the garden (STANBRIDGE). Parents to enter via the main gate, through Rabbit room gate, exiting via Hedgehog room gate, following a one way system (STOKE LODGE). Parents are to demonstrate social distancing at all times. Bags/coats to go onto the trolley as normal. Childrens bags to remain at preschool. A member of staff will be at the door to welcome children and sign them in. Only children who are symptom free, have completed the required isolation period or received a negative test result can 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. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return to the preschool until a negative test is provided and current guidelines followed. 	<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 Parents will forget to wear a face covering. 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. Parents will forget to leave childs bag at preschool raising risk of cross 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 may not be washed and cleaned 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 Parents could gather in social groups outside of the premise.

		<ul style="list-style-type: none"> • No toys, teddys or blankets (or similar) to be brought in from home. • On arrival at the setting, children to immediately go to the bathroom to wash hands thoroughly at the allocated basins. • Encourage children to avoid touching their face, eyes, nose and mouth. • All children coming to the setting should avoid all non-essential public transport travel as best they can, and outside of setting hours, follow national guidelines for social distancing. • Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool. • 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. • Parents to leave the site promptly after dropping off children. 	
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children will be allocated to a room and wherever possible, the children within these rooms should not mix during the week. • Care routines including provision of meals should be within the space allocated to each room wherever possible. • Each room will remain in their own allocated internal spaces as much as possible. • Only allocated outdoor spaces should be used for each room. 	<ul style="list-style-type: none"> • Staff mixing within different rooms and cross contamination.
	Play and Learning	<ul style="list-style-type: none"> • Implement/encourage social distancing where possible • Minimise the resources available within their allocated area to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing and using the bins. 	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early years children. • Children will not understand they cannot explore the whole setting (free flow) or self- select toys and resources as before.

	<ul style="list-style-type: none"> Children will be allocated a onesie and a pair of wellies which only they will use. (Items must remain in preschool if parents providing their own). 	
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. 	<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.
Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> Children should be supported to be as independent as possible. Children to only use the bathroom in their room. Limit number of children using the bathroom - maximum 2 at Stanbridge - maximum of 1 at Stokelodge. Children should not attend if unwell. Bathrooms to be cleaned and maintained on a regular basis as per set procedure. If an accident occurs, no one else should use the bathroom until the incident has been resolved. Once the child has been helped, the bathroom should then be cleaned and disinfected using standard cleaning products before being used by anyone else. Children and Staff MUST wash hands after using the toilet. 	<ul style="list-style-type: none"> Children struggle to wait their turn. Bathrooms not being cleaned properly Children must be supervised and accompanied if necessary when using the toilet to ensure prompt cleaning and limit contact between children in bathroom
Nappy changing / clothing changing.	<ul style="list-style-type: none"> Staff to wear a minimum of basic PPE (gloves & aprons) to change childrens nappies and when changing soiled clothing. Consider use of face masks if necessary. Changing mats to be cleaned using antibacterial wipes/spray before and after each use. Soiled nappies to be bagged and placed in usual disposal bin. Children should be encouraged to be as independent as possible and assist with nappy/clothing change. Children and staff MUST wash their hands following nappy/clothing change. 	<ul style="list-style-type: none"> Children could struggle to comply with nappy/clothing changing. Children could cough, sneeze or spit during nappy/clothing change. Children could forget to wash hands.
If a child starts displaying symptoms.	<ul style="list-style-type: none"> If a child begins displaying symptoms ie. a new continuous cough, a high temperature or a loss or change to sense of smell 	<ul style="list-style-type: none"> Parents must agree to prompt collection within the new agreement, before child starts back a preschool.

		<p>or taste, they should be sent home and advised to get tested and self isolate per Government guidelines.</p> <ul style="list-style-type: none"> • 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. PPE to be worn by staff and the child if appropriate. <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>	<p>If a parent cannot agree to prompt pick up, then the child cannot return to preschool.</p> <ul style="list-style-type: none"> • Parents to sign and return a Covid 19 parental agreement. • 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 will only attend Pre-school during their allocated working hours and only mix with the staff and children of the group to whom they have been allocated. • All staff coming to the setting should avoid all non-essential public transport travel whenever possible and outside of the setting hours, should minimise social interactions, as per the Government 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, parents and themselves. 	<ul style="list-style-type: none"> • Staff to be vigilant on health and stay away if unwell. • Testing is now available for anyone displaying symptoms. • 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 and any subsequent updates.

Food Preparation and meals	Breakfast, lunches and tea	<ul style="list-style-type: none"> • Meals to be prepared within allocated area. • Staff to hold a Food & Hygiene certificate and follow all appropriate guidelines. • Appropriate hygiene clothing MUST be worn (gloves, apron & hair net) when preparing/serving food. • All fruit/vegetable to be thoroughly washed before handling. • Staff and Children MUST wash hands before prep or eating using appropriate sinks. • Staff and children MUST wash hands after eating using appropriate sinks. • Adults to handle food as little as possible. • Children and adults to be responsible for their own food rubbish and dispose of in allocated containers. • Children to place their empty cups and crockery into container provided. • All cups and crockery to be cleaned with HOT soapy water / dishwasher. • Maximum of 4 children per table. 	<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. • Children may struggle with basic table manners and cough, sneeze, talk and spit whilst eating. • Children may want to look/touch their friends food/drink.
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> • Staff will only work with the staff and children allocated in their room wherever possible. • Staff members must always adhere to social distancing during breaks and as much as possible during the sessions. • 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 communicate with parents and each other via IConnect and other authorised methods.
	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 . • Staff to sign to confirm Covid 19 Risk Assessments and policy have been read and understood. •

	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. Face coverings to be worn at pick up and drop off. • 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. 	<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. Prior to the child returning, 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 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. • Management to clearly and promptly keep all staff informed of any relevant changes. 	<ul style="list-style-type: none"> • Upto date Policy to be published to all parents via IConnect • Parents to return a signed copy of the Parental Agreement prior to a child's return.
	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, if not social distancing guidelines must be adhered to. 	<ul style="list-style-type: none"> • Produce virtual tour to go onto website. • Unannounced visitors not to be admitted • Essential visitors by appointment only.
PPE	Both Workforce and children	<ul style="list-style-type: none"> • Wearing a face covering or face mask in education settings is not recommended except at drop off and pick up times which will be strictly enforced. • Staff in education settings should 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 (gloves, aprons and face masks) is only needed in a very small number of cases including: 	<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.

		<ul style="list-style-type: none"> - A child 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 becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, face shield, disposable gloves, and disposable apron 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. - Due to the nature of the contact First Aiders may need to wear PPE whilst assessing and treating the child. 	<ul style="list-style-type: none"> • 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 generally 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 may need to close. • All PPE 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 one pair of disposable gloves for cleaning and dispose of immediately after cleaning. • Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. • All resources (both internal & external) to be cleaned and rotated on a daily basis. • 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 re-opening for the new term. • Soft toys and furnishings to be removed from setting, where possible. • Resources not in use should be behind plastic covers and disinfected before use.
Staff toilet	Undertake regular cleaning	<ul style="list-style-type: none"> • Staff to clean AND disinfect the toilet and taps and any other touched surfaces after each use. 	<ul style="list-style-type: none"> • Cleaning not completed thoroughly • Cleaning supplies not available
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"> • Cleaning not completed thoroughly • Cleaning supplies not available
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> • Waste from possible cases/ill children and cleaning materials used where possible cases have been, should be double 	<ul style="list-style-type: none"> • storage issues with this – speak with school

		bagged and put in a suitable and secure place, marked for storage until: 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	
REVIEWED BY:		COMMENTS:	