

Coronavirus (COVID-19) Risk assessment		
Establishment: Hyde Heath Pre-school	Assessment by: Claire Rutherford	Date: October 2020
Review Date: Ongoing	<p>Red – high risk</p> <p>Yellow – medium risk</p> <p>Green - little or no risk</p>	This risk assessment is updated when new Government is put in place. Parents and staff are also encouraged to read the latest Government guidelines relating to Action for Early Years. This risk assessment also coincides with our Covid Policy.

Updated 22.10.2020 New three-tier lockdown system announced

The government has confirmed plans to introduce a new three-tier system of local Covid alert levels across England. Prime Minister Boris Johnson announced that as of Wednesday 14 October, there will be three alert levels for areas in England: medium, high and very high.

- The 'medium' alert level will cover most of the country and will consist of the current national measures, including the rule of six.
- The 'high' alert level will prevent all indoor mixing between households or bubbles, while the rule of six will continue outdoors. Most areas currently in local lockdown will be automatically placed on the 'high' alert level.
- The 'very high' alert level will be applied in areas where transmission rates are rising most rapidly. This will involve a 'baseline' of measures, including the closure of pubs and bars, and the banning of household mixing.

The Prime Minister has confirmed that it is the government's intention for education settings to remain open.

Focus	Area of consideration	Recommendation	Risks and level of risks	What we do
Children	Drop off	<ul style="list-style-type: none"> • Families to be issued with staggered times to drop off/collect. Social distancing to be always adhered to. • One parent to drop and pick up the children from the back-exit gate off the Pre-School playground. Parents are always to demonstrate social distancing. A member of staff will be in the garden to welcome children and take the register. Bags and lunchboxes to go into separate group areas. Not placed touching. • 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 	<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 may not stick to social distancing • Families may not be truthful about household health • Children may 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 	<p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>Explain to parents that it is not recommended that they enter the building and try to reassure their child prior to starting Pre-School. Under exceptional circumstances can a parent enter the premises.</p> <p>A washable comforter may be brought into Pre-School to support the wellbeing of the child.</p>

		<p>a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed.</p> <ul style="list-style-type: none"> No toys, teddys or blankets (or similar) to be brought in from home unless for mental health or wellbeing reasons. Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting. 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, and outside of setting hours, follow national guidelines for social interaction. Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool. 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. 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"> 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 Distressed child – parents may enter the building to help their child settle 	<p>Staff will ask Parents regarding the health of the family prior to entry.</p> <p>Remind children of the importance of not touching the face area and remind about catching coughs and sneezes.</p> <p>Hand washing to be monitored by staff.</p>
Physical distancing/ grouping	<ul style="list-style-type: none"> Children’s sessions will be organised into small groups of attendance, wherever possible these small groups should not mix during the week. Care routines including provision of snacks should be within the space allocated to each group wherever possible. The use of communal internal spaces should be restricted as much as possible i.e. no mixing with school. Outdoor spaces should be used frequently. Return will be gradual with priority given to school leavers and vulnerable learners. Pre-School will follow the Government guidance on Tier phased opening. 	<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 groups and cross contamination. Lack of space to have multiple bubbles/groups 	<p>Staff and children will be contained within their own group as much as possible. This will be relayed to parents. Prior to starting.</p> <p>Should the need arise - Set sessions will be put in place with a possible need to prioritise year group or commitments.</p> <p>Plan a timetable of the day and send to staff and parents prior to attendance</p> <p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>Liaise with school as to when and if we could use the large outdoor area. – At present, this is not allowed</p>	
Play and Learning	<ul style="list-style-type: none"> Implement social distancing where possible: <ol style="list-style-type: none"> Small groups – one group within preschool at present Parents to leave the site promptly after dropping off children. 	<ul style="list-style-type: none"> Social distancing is virtually impossible with early years children. Parents may gather in social groups outside premises. 	<p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p>	

		<ul style="list-style-type: none"> • 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. • Music - Organised music sessions in the early years, including singing, and playing wind instruments in groups <p>When planning music provision, settings should consider additional specific safety measures. Although singing and playing wind instruments do not currently appear to present a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space.</p> <p>With appropriate safety mitigation, however, singing and wind playing can still take place. Measures to take include:</p> <ul style="list-style-type: none"> • playing instruments and singing in groups should take place outdoors wherever possible • if indoors, use a room with as much space as possible, for example larger rooms. Rooms with high ceilings are expected to enable dilution of aerosol transmission • if playing indoors, social distance each child 2 metres apart • limit the numbers to account for ventilation of the space. It is important to ensure good ventilation. Advice on this can be found in air conditioning and ventilation during the coronavirus outbreak • singing and wind playing should not take place in larger groups such as choirs and ensembles • position wind players so that the air from their instrument does not blow into another player • use microphones where possible or encourage singing quietly <p>By considering and adopting these cumulative risk mitigation measures, the overall risk will be reduced.</p> <p>Handling equipment and instruments for organised sessions</p> <p>Measures to take when handling equipment, including instruments, include:</p>	<ul style="list-style-type: none"> • Children may not understand they cannot explore the setting (free flow) or self-select toys and resources. 	<p>Provide resources that are of hard plastic with no small parts- easier to clean. Cleaning of all toys used to be implemented after each use</p> <p>Continue to explain the rules to children through interaction and discussion. Visual prompts may be used.</p>
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Children and Parent 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 because of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time. Parents should be supported with any apprehensions. 	<ul style="list-style-type: none"> 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. 	<p>Use visual aids and or songs to support hand washing.</p> <p>Discuss children's wellbeing with staff to determine any support required – act accordingly.</p> <p>Speak to parents about any worries or concerns.</p> <p>Reassure parents by communicating the measures in place.</p> <p>Support by guiding to local support.</p>
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. Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space. 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 made appropriate then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Nappy changing for children to be considered – staff to be aware of procedures 	<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 may not be able to put on their own clothes Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom 	<p>Encourage children to manage their own hygiene and clothes changing. If support is required, then necessary PPE equipment must be worn by staff member.</p> <p>Children to not use toilets in large groups but individually. Staff to monitor good hygiene. Stagger the use of toilets before, during and after snack and lunch.</p> <p>Toilet accidents should be monitored and any children displaying signs of illness –</p>

				<p>arrangements will be made for collection.</p> <p>Staff to clean the toilet area on a regular basis (taps, toilets, sinks and floor)</p> <p>Nappy changing areas to be cleaned regularly. Staff to wear usual PPE equipment when changing nappies. Nappies to be disposed of in a separate bin</p>
	Sleeping Children	<ul style="list-style-type: none"> Children may require sleep during their session as part of their development 	<ul style="list-style-type: none"> Children may become distressed if no comforter is present If more than one sleeping - children may be too close to each other 	<p>Staff to provide a quiet safe area away from other children for children to sleep. Sleeping children must be provided with their own area.</p> <p>Comforters allowed for sleeping children</p>
	If a child starts displaying symptoms.	<ul style="list-style-type: none"> If a child begins displaying a continuous cough, a high temperature or loss of taste/smell, they should be sent home immediately to isolate per the guideline. 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. 	<p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>Preschool to hold up to date emergency details with correct phone numbers.</p> <p>If a child becomes poorly and is required to go home the parent will be contacted immediately. The child will be isolated away from others (apart from a member of staff who will maintain a 2-meter distance) in a well-ventilated corner of the room. All other children will be sent outside under the cover, in the larger part of the outdoors and stay within their group.</p> <p>Parents are required to book a Covid test for their child and contact the Pre-School immediately with the result. Proof of the result is required.</p> <p>Parents must contact NHS Track and Trace with the appropriate details in the case of a positive result.</p>
Workforce	Attendance and Wellbeing	<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. 	<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. 	<p>A health questionnaire will be regularly sent to staff to determine their current health.</p>

		<ul style="list-style-type: none"> • 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. • Worried and apprehensive staff about the current situation • Staff who are going on holiday to an area that requires quarantine on arrival/return • Staff who are abroad at the time of quarantine rules coming into force. 	<ul style="list-style-type: none"> • 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. • Staff may not tell Pre-School if during the holidays 	<p>Two members of staff to attend any one time when children are present.</p> <p>A policy for staff explaining the procedures will be signed when read and added to their contract.</p> <p>A wellbeing policy will be available to support.</p> <p>Regular interaction will be provided – over the phone or through video messaging.</p> <p>Staff to walk to school if living local or to drive their own car and not use public transport.</p> <p>Staff are required to book a Covid test and contact the Pre-School immediately with the result. Proof of the result is required.</p> <p>Staff must contact NHS Track and Trace with the appropriate details in the case of a positive result.</p> <p>Staff to avoid current restricted areas due to ratio complications.</p> <p>Staff are asked to provide proof of travel and to quarantine for 14 days if attending an area of high risk.</p>
Food Preparation, snack and lunches		<ul style="list-style-type: none"> • Be mindful of the number of children in food area. Small groups at a time. • Spread tables out. • 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. • Limit staff members in the kitchen area. • Collecting fruit and vegetables for snack • Children to bring in their own water bottle clearly named. Refilling of water bottles will be made available • Adults to provide lunch boxed food that contains packaging that is easy to open and requires no adult support 	<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. • 1 adult only per group to load and unload Dishwasher which is to be used on hot setting. • 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 may struggle with basic table manners and cough, spit. 	<p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>Provide PPE(apron and gloves to prepare snacks)</p> <p>Use tables indoor and outdoor under the cover to ease congestion.</p> <p>Only one adult in food prep area at one time. Staff member to wash and spray surfaces before exiting area.</p>

			<ul style="list-style-type: none"> Lunch boxes could touch other lunchboxes and cause cross contamination 	<p>Staff from the group of children to fill water bottles using PPE per bottle to stop cross contamination</p> <p>Lunch boxes to be place in own group area when children enter Pre-School.</p> <p>Provide information to parents as to what should be packed in a lunchbox</p> <p>Parents to be reminded of washing lunchboxes thoroughly before next day return</p>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> Wherever possible, staff should remain with the small group of children and not meet other groups. 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 whatsapp. This can be done via app on phone/tablet or laptop. 	<p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>We will adhere to social distancing measures as much as we can with children and always with other adults</p> <p>Meeting to be arranged through WhatsApp- once a week at a mutual time (should lockdown occur)</p>
	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. 	<p>Risk assessments will be discussed and available to read through email.</p> <p>Covid 19 basic training to be completed.</p>
	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 outdoor area for the purpose of settling 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. Children who attend 2 settings- only one setting must be used. Parents to decide which is beneficial for family needs (unless a childminder is used). Parents and children who are going on holiday to an area that requires quarantine on arrival/return 	<ul style="list-style-type: none"> Parents not following social distancing guidelines will be asked to 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 Allowing parents to enter premises can put staff and children at risk. Parents may not tell Pre-School of their travel plans. Adults may forget masks 	<p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>Parents are asked to provide proof of travel and to quarantine for 14 days if attending an area of high risk.</p> <p>Visitors not to enter building or be in close range of others if masks are forgotten</p>

		<ul style="list-style-type: none"> In situations where social distancing between adults in settings is not possible (e.g. when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, both staff and visitors. 		
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. Committee to clearly and promptly keep all staff informed of changes and details of wages, policies etc. 	<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 	<p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>Committee members to monitor and discuss finances and staff wellbeing</p>
	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 will commence out of hours. Track and Trace – All visitors to provide details for track and trace purposes either through visitor book or QR code. 	<ul style="list-style-type: none"> Unannounced visitors not to be admitted Visitors by appointment only Committee and staff to engage with virtual conferencing. 	<p>Plan visits in advanced and only if necessary or safe to do so.</p> <p>Plan visits outside of normal hours</p> <p>Committee meetings/AGM to be cancelled and if necessary, through video messaging</p>
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 	<p>Explain the importance of transport with staff and parents– Walk if you can or use your own car if too far. Avoid all public transport</p>
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. Most 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 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 	<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 become 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. 	<p>Explain to families the risks prior to children returning and our rules and expectations. Parents to sign contract/policy.</p> <p>PPE will be provided for staff who feel they need to wear it.</p> <p>PPE will consist of – disposable aprons and masks, gloves, goggles, and face shields if not in short supply.</p> <p>PPE will be worn if a child becomes unwell with Covid 19 symptoms.</p>

		<p>personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 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"> 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. 	
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. 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. Soft toys and furnishings to be removed from setting, where possible. Resources not in use should be behind plastic covers and disinfected before use. 	<p>Cleaning products always available and will consist of wipes, bleach and usual household disinfectant</p> <p>Areas will be cleaned extensively using clean cloths and disposed of outside of the classroom area.</p> <p>Gloves will be provided to clean and aprons if necessary</p> <p>Deep cleaning will take place on a Friday to be ready for the following week.</p>
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 Cleaning implemented before closure to be continued. 	<p>One member of staff per day to be responsible for answering the phone.</p> <p>Wipe phones and electronical goods throughout the day.</p> <p>Wipe down light switches on a regular basis.</p>
	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"> storage issues with this – speak with school 	<p>Arrange an area to hold such material and place in the main bin outside thereafter</p>
	Reporting to RIDDOR, Ofsted, Local Health Protection, Bucks Early Years	<p>If a confirmed case of COVID 19 is reported within the setting, this must be reported to RIDDOR https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Local Health Protection Number – 0344 225 3861 Bucks Early Years – 01296 387111 DFE Coronavirus Advice- Phone: 0800 046 8687 Email: DfE.coronavirushelpline@education.gov.uk Ofsted notified as Covid 19 is a notifiable disease</p>		

REVIEWED BY:	COMMENTS:		