Covid 19 Risk Assessment (3)

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| Purpose of assessment |  | Date carried out | 12/05/2020- By Steph Penny Reviewed 15/07/20Reviewed 23/09/2020 |
| Hazard  | Risk – who is at risk | Priority – low, medium, high | Action to be taken | Person responsible | Date to be completed | Follow up action |
| Children –Attendance \*Symptom Free children \*Shield children and Vulnerable children \*Staggered drop off and pick up – Including 2metre distancing  | Children , Staff, Volunteers, Parents  | Medium   | **Only children who are symptom free – relying on parents, to be honest and keeping children at home if poorly.**  **Children showing any symptoms must get tested and self-isolate for 10 days, once a negative result has come back and they are well they may return. If they are still poorly they may still have a virus of some sort cold flu and should avoid mixing with others.****The preschool will share with everyone the systems of control and how they play a part in keeping the virus at bay and everyone safe. This is sent out in our newsletters, on our website and Facebook page.** A CHECKLIST of questions will be asked by staff when children are dropped off asking about if their child has shown any symptoms and that they haven’t had any Calpol. l) Blanket ban on Calpol- inform parents that children can be carriers of the virus and maybe asymptomatic, if your sending in your child disguising if they are poorly by giving them Calpol they are more likely to get the virus and be poorly, as their immune system is suppressed.b) The child can NOW attend if they have received a shielding letter or lives in a household with a shielding letter for both Clinically Vulnerable and Clinically Extremely Vulnerable people. f) Parents to inform us of the reason as to why children not attending- by email or call. ASAPg) Staggered Drop-off times. For all children 5 minutes’ slots from 7.45am- 6.00pm h) Drop-offs at main door. Time allocation for drop offs and collections.I) 2 metre distancing outside of the setting, Parents should adhere to social distancing. - Parents whom hang around outside and breaking Government guidelines will lose their child’s space at this time. The path will be marked out with 2 metre section for when queuing to drop off. – There will be an arrowed one - way system after dropping off to prevent parents walking back past parents who are dropping off. j) Children whom attend different a setting will be asked to attend one setting to help prevent infections. This does not include SEN settings. k) **Parents helping settle their children into the setting must wear a mask and will sit in the designated area outside, they must only stay at the setting for no more than an hour.**   | Steph, Rachel and Parents  | Reviewed Sept  | Any children who may have an accident at preschool or club parents will be asked to sign the accidents on the door. Pen will be cleaned between each use. Any head injuries parents will be called.**FAMILIES ASKED TO GIVE CONSENT TO TEST AND TRACE INFORMATION BEING SHARED- ALL FAMILOIES ATTENDING ASKED TO COMPLETE CONSENT FORM AS OF July 2020.**   |
| Children – Grouping Sizes of groupsSocial distancing Mixed children Provision- Including snacks and meals  | Children, Parents and Staff | Medium  | 1. We will be opening from September 2020. Our set hours 8-6 or (7.45am for breakfast club) and pippins room 9-3.
2. Children will be given set sessions/days.
3. AFTERSCHOOL Limited numbers. 15 children in a group for Afterschool club – We will be splitting the children based on schools so all children from Greenmeadow will be kept separate from the children who arrive from Rodbourne, Haydon wick and Haydonleigh -.
4. All children in our preschool provision will no longer need to be in bubbles, but Our rooms will be kept separate where possible, the Garden will be divided with Barriers so children can still access the garden and free flow.
5. Groups are not to mix with other groups during the session. Older children above 8 will be reminded about social distancing, but we do not expect that younger children as our pre-schoolers are now will be able to social distance.
6. **Snack and lunch times. Children will be spread out over more tables.**
7. Make the most of the outdoor provision, the rooms layout will be adapted to prevent children mixing in large groups.
8. Children can only attend 1 nursery/preschool, but may attend a SEN provision or a childminder for wrap around care.

.  | Steph, Rachel, Staff team, Parents and Children  | Reviewed Sept 2020  | Holiday club we will not have more than 15 children attending at any one time and the children will only be attending our provision.. – Potential challenge for keeping a small consistent group of children is children attending based on their booking pattern. – to reduce this the number of staff working with these children is rescued.  |

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| Workforce – StaffStaff healthStaff wellbeing and Mental health Travel arrangementsBreaks Equipment and resourcesMeetings Staff’s breaks Staff belongings – Mobile phones Government guidelines  | All Staff, parents, children  | Medium | 1. All staff who are Clinically Extremely Vulnerable Person can now return to work but should social distance and wear ppe where required and 2 metre distance can’t be kept.
2. Senior leaders should be conscious of the Mental Health and wellbeing for all staff and themselves and the need to implement flexible working practice to promote good work/life balance.
* Communicate recommended travel arrangements to and from work. Staff from different households should not be car sharing. Employees are advised to limit the use of public transport
* Employees are advised to keep Social distancing whilst traveling.
1. Employees advised not to travel unless absolutely necessary
2. Staggered breaks to limit the occupancy in the staff room.
3. Equipment used by staff, such as stationary, tablets etc should be allocated to individual staff members where possible and cleaned regularly. - No sharing of pen’s etc.
4. Staff are encouraged to undertake the Covid 19 Infection control training.
5. Meetings will continue to take place via Zoom.
6. Staff will be given an updated code of conduct which they will need to adhere to avoid disciplinary, keep their team members and family safe.
7. Social distance form staff members within the setting where possible.
8. Staff working in the pippins room must only use the disabled toilet and apple room toilets in the corridors, to avoid staff crossing paths in corridors.
9. Staff could be suspending if they are flouting the government guidelines and they are putting everyone at risk.
10. Previous Holiday worked in holiday club will be carried forward to this academic year only.
11. No handshaking
12. Staff working in both rooms over the same day are advised to change into clean clothes wash their hands before working with a different group of children. If they feel more comfortable they should wear a facemask.

  | All staff and management  | Reviewed Sept 2020 |  Setting is closing at 5.30 pm – during the holidays club for staff to deep clean the rooms used and resources |
| Learning- Children  | Staff and children  | Medium /Low  | 1. Consider all children’s mental health and wellbeing to ensure they are ready to learn.

b) Ascertain which children may require further support for their mental health and wellbeing.c) Assess where pupils are in their learning and agree what adjustments may be needed over the following weeks.d) Identify and how to best support disadvantaged children and those with SEN.e) **Some malleable sensory play can now be used sand must be cleaned with Milton after use, water with soap can be used and playdough can be made for individual batches then can be bagged and played with buy that child for the week.** f) Circle times will be reintroduced in Sept g) Sleep areas will have changed to ensure they are 2mtrs apart.H) all children attending holiday club should attend with sun cream already on them.  | All staff  | Reviewed Sept 2020 | Noise level rules – explained to the children using a raincloud and sunshine system to manage the volume if noise within the room with breakfast/ afterschool club. **Music levels in each room should be kept low to avoid staff and children having to shout over the noise and spread droplets.** When offering holiday club care to children on ehcp, continue to work this actions set and report any information to the relevant professionals.  |

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| Parents Drop off, Social distancing and following government guidelines.Covid agreement – contractsUp to date contact details  | Parents, children and staff  | Medium  | 1. **Only 1 parent to drop off per family.** If a childminder Is collecting your child, they should not come with more than two children to collect from outside our provision.
2. **Parent must wear a face covering on collection and drop off of the children this is to protect others and protect yourself.**
3. Parents should be symptom free and from symptom free household
4. Must drop children off at the Main door and adhere to social distancing outside the setting. Please keep behind the orange line - 2 Metres- staff collecting children from parents should remain 2 metres apart – if they child is upset then they will need to support their child’s need to help separate from parents and may need to be taken from parents and comforted.
5. Parents must follow the one-way system after dropping off their children to avoid people crossing paths.
6. **Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.**
7. Communicate drop-off/collection times with parents.
8. Ensure parents understand recommendations on travel to and from the setting. Ideally children should travel to preschool or club, buy private care, walking or by bike.
9. Parents will be asked to sign a Covid Agreement before starting
10. All contact details must be up to date
 | Parents and Staff | All completed reviewed Sept 2020 |  |
| Visitors /Committee  | All staff, parents and children  | Medium/ Low | 1. Only essential visitors will be allowed in the setting currently. They must wear full PPE which must be disposed of in one of our bins in a plastic bag before leaving. They must wash hands on arrival and before leaving. They will also now have to scan our QR poster to input their information for test and trace.
2. Essential building works to be carried out, outside working hours. – **they also need to scan the QR with their details for Test and trace.**
3. Professionals working with the setting will operate over the phone, Skype meetings etc.
4. Meetings will be held via Skype or Zoom with Committee members for urgent meetings.
5. Contact will be made by Telephone, Text, email and Skype/Zoom where necessary.
6. Committee are not attending site
 | All staff and visitors  | Reviewed Sept 2020 |  |

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| Hygiene and Health and Safety | All staff, and children  | Medium  | 1. Review Risk Assessment
2. All children and staff must hand wash upon arrival and when they leave the setting. More than normal hand washing should also take place throughout the session. Washing for 20 seconds with soap and drying with paper towels.
3. Ensure good respiratory hygiene by promoting ‘catch-it, Bin-it, Kill-it’. Ensure plenty of Tissues around the setting. Tissues must be disposed of immediately in bins.
4. Enhance cleaning schedule will be implemented – furniture, surfaces, touch points, communal areas and children’s toys/resources to be cleaned with bleach and detergent. Toilet will be cleaned throughout the day and recorded on a rota.
5. All waste must be disposed of daily and bins must be cleaned.
6. All laundry must be washed in line with NHS laundry guidelines. No bedding, clothes etc to be shared.
7. Staff to change into their full clean work uniform, any trousers can be worn in this time, but full set of clean clothes need to be worn. in the morning unless you are travelling on public transport then you need to get changed out of your own clothes at work. Staff to use the corridor toilets to change. Staff clothes are to be kept in a bag in their lockers, which must be locked. Staff should change out of their work uniform before leaving home and bag it up in a pillow case and seal by tying up the bag with a hair band Uniform should be washed each day. Once you have changed into or out of your uniform please make sure you wash your hands., before leaving the bathroom.
8. Any children showing symptoms will go directly to the Acorn Suite until they can be collected by a parent. A staff member waiting with the child must wear – Apron, Gloves and Facemask. This staff member is okay to return to work unless they start to have symptoms. Staff must stay 2 metres away and make sure all windows are open. Deep clean of toilets and toys and room once child has been collected.
9. Staff should avoid physical contact with the children, such as hugging, high fives and touching. Instead they should promote smiles and verbal expression of positive re-enforcement.
10. Children can bring in packed lunches but these must be in a plastic box so it can be easily cleaned. Hot dinner trial is on the 8th October – parents can pay for hot dinners if all goes well and goes ahead.
11. Holidays club children to bring all their lunches in disposable named bags, which they will put in a box outside of the setting – these will be cleaned down. Bottles must be labelled.
12. **Children’s bags of spare clothes and nappies and water bottle etc can now be left at the setting, all bags will be wiped down and parents will be asked to bring in extra clothes and nappies in their book bags when needed. Water bottles will be cleaned and fresh water put in them daily. Children are not to bring in anything from home Parents to be asked to make sure children are in clean clothing daily and coats are washed weekly. Book bags can now be brought in and will be sprayed daily.**
13. Provide cleaning spray/wipes for in session cleaning.
14. Removal of Soft furnishings and soft equipment.
15. All spaces should be well ventilated by opening doors and windows during the session.
16. Limit the number of children using the toilets at any one time to 2.
17. Any staff member and their family can be tested.
18. If a staff member or child is tested positive for Covid 19, then all those who were in the group will be sent home and told to self-isolate for 14 days. Family members would only need to isolate if another child or staff member develops symptoms.
19. **If a staff member has been in contact with someone who has tested positive they must self-isolate for 10 days, but their household do not need to self-isolate.**
20. Staff to make sure that their bags can fit into their lockers at the end of the day they must be cleaned out with disinfectant
21. Mobile phones must be cleaned by staff with disinfectant at home/work and staff will be required to put them in the unit.
22. Deputy login will be changed to avoid touching the tablets
23. All learning books tablets will need to be cleaned daily with disinfectant and staff should avoid to share these
24. Staff are only to make themselves hot drinks, food etc and must use their own allocated mug and spoon. Any other cutlery or plates will need to be put in the dishwasher. You should sanitizer your hands before making tea and using the communal tea, coffee and milk and when putting stuff in the fridges.
25. **WASHING HANDS WILL NEED TO BE INCREASED IN ALL ASPECTS.**
26. Nappies bin bags will need to be put outside on a Friday to avoid people coming into the setting.
27. Staff lunches need to come into the setting in a container that can be cleaned down in hot soapy water.
 | All staff parents and children  | Reviewed Sept 20  | Parents to make sure children clothes are clean every day and coats cleaned weekly **Children can bring in any comforters. – blankets and dummies., but these will need to be sterilised and disinfected before going into the room** Garden toys equipment and bouncy castle will be cleaned daily and in-between groups. Once the pippins room is finished for the day at 3pm the room will be cleaned toys put away ready for the children to return for after school club.  |
| PPE  |  |  | 1. All staff will receive a pack containing a Mask, Gloves and hand sanitizer.
2. **Staff members to wear mask when entering the setting in communal areas- corridors, staff room when not eating and going to the toilet. Only removed for signing in and out, eating and drinking.**
3. The staff member who receives the children into the setting will wear PPE.
4. PPE will be provided for intimate care.
5. PPE will be provided for any adult who are waiting with a child showing symptoms.
 |  | Reviewed Sept  |  |

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| Supplies  | Staff and children  | Medium/low  | 1. Food supplies will be ordered via Asda for delivery to the door.
2. PPE packs have been purchased already.
3. Cleaning and remaining PPE to be purchased via consortium. When possible
4. Stock monitoring controls will be in place to ensure good stock levels are maintained.
 | Steph and Rachel  | Reviewed Sept  |  |
| Others Car parkVisits and Home visits  | Staff and parents  | Medium/low | Car park gates will be shut for staff use only. * All visits to other sites such as training courses have ceased- unless they have been risk assessed.
* All home-visits have ceased- Virtual home visits to take place in September.,
 | Steph Rachel and staff | Reviewed Sept  |  |