

Coronavirus (COVID-19) Risk assessment		
Establishment: Rainbow Pre-school	Assessment by: Monica Burdett & Sarah Smith	Date: 5/01/2021
Review Date: 25th Sept 2020	<p>Red – high risk</p> <p>Yellow – medium risk</p> <p>Green - little or no risk</p>	

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off And collection	<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 at the back of the building. 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. 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 and anosmia). If the answer is yes, they will not be allowed to leave their child at the setting. Child can not return until they have completed the required period of isolation or a negative test result has been confirmed. 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 entering the hall and before eating. 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. 	<ul style="list-style-type: none"> Staggered start not required as we have created 3 'clouds' which have all been allocated a designated entrance. Parents will be encouraged to social distance by signs for each 'cloud' and markers on the ground. New sign made to help parents get right spot. Families may not stick to social distancing Families may not be truthful about household health Children will want toys/teddies/blankets from home, raising risk of contamination Hands will not be washed thoroughly Children will touch face, hands, mouth Non-essential travel and social interaction guidelines may not followed Families not telling us children have had medication Enough staff in to ensure children can adapt easier to routine changes Drop off and collection to take place outside of building, no parents or siblings to enter the hall As the new variation of the virus is more contagious each bubble will collect their own children and take them back out to their parents

		<ul style="list-style-type: none"> • 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. • 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 1 adult per family and stagger the timings where possible. No buggy's or siblings into preschool. • Children to be collected from the back of the hall following one way system and observing social distancing 	
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Childrens 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 "cloud" wherever possible. • The use of communal internal spaces should be restricted as much as possible. • Outdoor spaces should be used by different "clouds" at different times of the day. 	<ul style="list-style-type: none"> • In our setting we have created three 'clouds' with a group of children and three staff to each. One group will be located in the upstairs room and two will share the hall with a barrier to prevent mixing. • Staff mixing with different "bubbles" and cross contamination this will be limited by the 'clouds' but minimal mixing may be required to cover lunch sessions and maintain ratio's in afternoon sessions.
	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. 	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early years children. • Resources will be reduced and only easily cleanable toys used • Children will be reminded of respiratory hygiene practices and encouraged to hand wash regularly

		<ul style="list-style-type: none"> • Ensure children wash hands regularly, throughout the session, as well as before eating, after coughing or sneezing. 	
	<p>Childrens Wellbeing and education</p>	<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 with catch it, bin it, kill it, and respiratory hygiene practices. • Staff awareness of children needing more reassurance • Follow current guidance on changes to EYFS
	<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. 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. • 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. • The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours • The person responsible for dealing with the child and cleaning the area should wear appropriate PPE throughout. <ul style="list-style-type: none"> • In the event of a staff member developing suspected coronavirus symptoms whilst working at the preschool, they should return home immediately and isolate at home in line with the NHS guidance and request a test. • If a child or member of staff becomes ill then they must be tested. They will only be allowed back to preschool after a negative test result or appropriate isolation has finished. 	<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. • Please note - If a child or member of staff is sent home showing symptoms of Covid 19 an email will be sent to parents of the other children in that session advising them. The person concerned will be asked to take a test and advise us of the results as soon as possible. • If a child or member of staff has a positive result to a test then the setting would take advice from the Health and Safety Executive and follow current guidance.

		<ul style="list-style-type: none"> It is suggested that all other staff and children that have been in contact with them also get tested. If there is a positive test result, all other children and adults in that cloud must get tested and can only return after a negative result. There is no need to test members of their household unless they have a positive result. <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>	
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. 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. 	<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. Staff levels will be kept to a minimum but this will result in some mixing for lunch cover and afternoons but staff will adhere to social distancing.
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> Wherever possible, staff should remain with the small group of children, the "cloud" 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. Staff to practise social distancing when setting up and packing away. 	<ul style="list-style-type: none"> Physical distancing is impossible in early years, even though staff can be vigilant trying to keep groups apart with physical barriers. Staff to engage with virtual conferencing via zoom. This can be done via app on phone/tablet or laptop. Only one member of staff in each cupboard at a time
	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 required to operate. 	<ul style="list-style-type: none"> All staff to complete Educare training and provide certificates before returning to work
	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. 	<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

		<ul style="list-style-type: none"> 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. All measures should be taken to minimise contact between the parent and other children and staff members. 	<p>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</p> <ul style="list-style-type: none"> Further breaches may result in loss of child's place at preschool
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. Continue to contact families for their health and wellbeing. 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 Email, text, phone call system will remain in place for those not yet attending
	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"> Visitors will not be allowed during session times Committee and staff to engage with virtual conferencing. New children will be started one at a time from the second week in January with one parent coming with them for a settling in visit and to meet their key person. This will be conducted in the garden, weather permitting, or in their group with social distancing and PPE (face mask)
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. 	<ul style="list-style-type: none"> Disposable gloves, aprons and 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 Staff permitted to wear face coverings in shared spaces

		<ul style="list-style-type: none"> 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 	
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. Carpets and soft furnishings to be removed 	<ul style="list-style-type: none"> To minimise risk we will purchase additional cleaning equipment ie separate mop for toilets and hall and implement an extra program of cleaning each afternoon . Cleaning supplies not available Soft toys and furnishings to be removed from setting, where possible. If there is a positive test result, then current guidance must be followed for cleaning of the setting. Additional wipes will be made available in the lobby to allow for more frequent wiping of door handles
	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"> Only staff to use such equipment and to be responsible for regular cleaning
Toys and equipment		<ul style="list-style-type: none"> No soft furnishings or toys to be available. Only resources that can be easily cleaned or disposed of to be used. 	<ul style="list-style-type: none"> Carpets and soft toys will not be available

		<ul style="list-style-type: none"> Scissors, pens and pencils, paint brushes – very limited items available, must be wiped down between use. 	<ul style="list-style-type: none"> Resources such as sand or playdough may be available but will be disposed of at the end of each session. Children may make their own dough. Separate set of tools and equipment to be provided for each 'cloud'
Other issues	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"> waste to be stored in cupboard awaiting results
	Safety of premises	The landlord is updating the procedures as we will no longer be sole users of the building. They are to provide all users extra cleaning time and guidelines of what to clean and how often.	Chairperson to liaise with Village Hall Committee/ Premises Manager to ensure all relevant checks are completed and obtain confirmation.
REVIEWED BY:		COMMENTS:	