

Coronavirus (COVID-19) Risk Assessment version 7 (14 pages)		
Establishment: Ditton Church Pre-school	Assessment by: Wendy Caldicott - Pre-School Supervisor and DSL, Claire Gamble, Deputy and Senco and Lyn Taylor, Practitioner and Health and safety rep.	Date: 19.04.2021
Review Date: April 2021	Red – high risk Yellow – medium risk Green - little or no risk	Draft 01.04.2021

Focus	Area of consideration	Risks	Level of Risk	Strategy to lower the risk
Staff, Committee, Children, parents and carer	Symptoms of Covid 19	<p>Government advice not being followed</p> <p>Staff unwilling to participate in symptom free testing.</p>	Med	<ul style="list-style-type: none"> Anyone who has symptoms should follow this guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Twice weekly symptom free testing offered to all staff.
Children	Drop off	<p>Parents/carers will not stick to social distancing or use good time management</p> <p>Parents/carers/visitors entering the building increase risk of transmission</p> <p>Children will want to bring in teddies/blankets/comforters from home, raising risk of contamination.</p>	High	<ul style="list-style-type: none"> Only 1, symptom free, parent/carer should drop off/collect their child and/ or have completed the required isolation periods Families to stand in designated areas inside gates, maintaining social distancing all times. A member of staff will be in the outside to welcome children and take the register. Preschool boxes and a named backpack for spare nappies, wipes and clothes may now be brought to Pre-school, but no additional unnecessary items, comforters or toys from home should be brought in.

		Families will not be truthful about household health		
		Hands will not be washed thoroughly.	Medium	<ul style="list-style-type: none">• Parents/carers will not be permitted to enter the setting.• Only children who are symptom free or have completed the required isolation period can attend the setting. If parents, children, or any member of the household have any of the symptoms of COVID-19 (new persistent cough or loss of sense of taste or smell), they should not attend the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed.• Parents must complete and sign the parent declaration form before their child returns to Pre-School.• No toys, teddys or blankets (or similar) to be brought in from home.• On arrival staff will greet the children outside and escort them into the building where they will sit in a circle for Good Morning Time and immediately have their hands sprayed with an anti-bacterial soap.• Hands will be washed thoroughly at regular intervals, including when moving from one area to another and before eating.• Encourage children to avoid touching their face, eyes, nose and mouth.
		Child will touch face, hands, mouth	High	

	<p>Non-essential travel and social interaction guidelines not followed by staff and families</p> <p>Families not telling us children have had medication</p>	<p>Medium</p> <p>Medium</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. From 2.12.20. clinically vulnerable children should return to Pre-School unless advised specifically by their GP not to do so, or if the family receive a letter or text message from the Government(whilst we are in Tier 3) 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 should be kept at home for at least 48 hours and should only then return if feeling well, not in need of any medication and not displaying any Covid symptoms (new persistent cough, temperature or loss of taste and smell)
Physical distancing/ contact with others.	The use of more than one setting for child care increases the risk of contamination as the child has more contact with others.	High	<ul style="list-style-type: none"> A separate staff toilet will be allocated. The use of communal internal spaces will be restricted as much as possible. Outdoor spaces will be used as much as possible, weather and staff ratios permitting. Government guidance states that from 20th July 2020 parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. <p>1.Our parents/carers will be asked to consider whether they can send their child to one childcare provider only during the Covid 19 pandemic, or until Government guidance is further updated.</p>

				<p>2.If parents need to use more than one childcare provider (for example to allow them to return to work) we will ask the other provider to share their risk assessment with us(Email is acceptable) If the provider is not able to provide their risk assessment, the child will no longer be able to attend preschool.</p> <p>3.If spaces allow, we will offer additional sessions to parents who need to make us their sole childcare provider.</p> <p>4.Ditton Church Preschool will continue to follow our Covid 19 risk assessment and review and amend as necessary in line with Government guidance updates. We will share this with other providers if requested. Normal session hours resume from September 2020</p>
Play and Learning	<p>Social distancing is virtually impossible with early years children.</p> <p>Parents will gather in social groups outside premises.</p> <p>Children will not understand they cannot explore the setting (free flow) or self-select toys and resources.</p>	High	<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. 3. Parents who choose to socialise after drop off must do so outside of the school gates and maintaining social distance. 4. Session days and hours will be reduced as appropriate. • 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. 	
Children's Wellbeing and education	Staff being fully aware of children's needs and abilities and need for more reassurance	Medium	<ul style="list-style-type: none"> • Children will 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. • Continue with germ 'super heroes' theme 	

		Staff not fully aware of guidance relating to Covid 19 response.	Medium	<ul style="list-style-type: none"> Children will 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. Current guidance on changes to EYFS and relevant Covid 19 response, risk assessments and policies will be shared with staff to read and sign understanding.
Toileting and cleaning up of accidents.	Children struggle to wait their turn. Children are used to free flow with toilets so they may try to help others Bathroom area may not be cleaned properly. Children must wait to be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom	High Medium	<ul style="list-style-type: none"> Children will be supported to do as much for themselves as possible, but have new rules reinforced regularly. Limit number of children using sinks, staff to dispense hand soap and turn the taps on and off to minimise contact. Children must 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 cleaned and dressed the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	
If a child starts displaying symptoms.	Parents unable to collect their child promptly if they become unwell and/or start displaying symptoms	Low	<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. 	

		Correct procedures not being followed	Medium	<ul style="list-style-type: none"> • If a child begins displaying a new continuous cough, loss of sense of taste or smell, a high temperature or symptoms of a cold, they will be sent home to isolate as per the guidelines. • Staff members and parents/carers must be ready and willing to engage with the test, track and trace process. They must book a test if they are displaying symptoms and must not come into the setting, but stay at home and self-isolate. They must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (Covid 19) or if asked by NHS Test and Trace and self-isolate if they have been in close contact with someone who tests positive. • A child awaiting collection will 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 and a window should be opened for ventilation. <p>If they need to go to the bathroom while waiting to be collected, the bathroom will 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.</p> <ul style="list-style-type: none"> ○ They must however, self-isolate and arrange a test if the symptomatic person subsequently test positive. ○ They develop symptoms themselves.
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	Supporting children with special educational needs and disabilities	<p>Children's emotional wellbeing and developmental progress are not effectively monitored and supported.</p> <p>We realise that children with SEND may require particular support when returning to or starting at the setting. We are alert to the fact that there may be children at pre-school with social, emotional and health needs as a result of the Covid 19 pandemic. Some children may have fallen behind their peers after missing so much time at pre-school or may have missed a diagnosis due to their absence.</p>	Medium	<ul style="list-style-type: none"> ● As the setting we will continue to observe and monitor children and record any observations. We will continue to liaise with and seek advice from other professionals including equalities and inclusion in order to give additional support where needed. ● There is a named SENCo and assistant SENCo at the setting. ● We understand that temporary changes to the EHC plans due to Covid 19 have now been lifted and the procedures have returned to normal. ● LIFT meetings are continuing online via Microsoft Teams but can only be attended if there is a named child/children who require the service.
Workforce	Attendance	<p>Staff must be vigilant on health and stay away if unwell.</p> <p>Staff could transmit the virus to each other.</p>	Medium	<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.

		<p>Testing needs to be available to all key workers and their households.</p> <p>Current government guidance must be followed.</p>		<ul style="list-style-type: none"> • Risk assessing will be done with health questionnaires for returning staff and staff will be required to inform the Supervisor immediately if they or anyone they are in contact with, develop symptoms. • All staff coming to the setting will avoid all non-essential public transport travel, whenever possible and outside of setting hours, will minimise social interactions, as per the national guidelines • Practitioners to receive a copy of guidance documents, 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. • Practitioners will receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of the children and themselves.
Workforce	Attendance	Clinically vulnerable staff returning to work following/during Covid 19	High	<ul style="list-style-type: none"> • The setting will be deep cleaned before staff member returns to work. • Clinically vulnerable staff will be provided with a face mask and visor, to wear if they choose. • No other adults will enter the building during Pre-School opening hours unless absolutely necessary. • Where possible, any member of staff with an underlying condition will not be the designated person within that group responsible for intimate care or caring for a sick child who is awaiting collection, to minimise close contact as much as possible. • From 2.12.20 extremely vulnerable staff can continue to go to work if it is not possible to work from home (regardless of what Tier we are in) Flexibilities can be discussed, such as staggered start time to avoid rush hour.

Food Preparation, snack and lunches		<p>Hands will not be washed properly before and after mealtimes.</p> <p>Cross contamination from food scraps</p> <p>Limited space for eating. Children at various stages of being self-sufficient and managing their own personal hygiene.</p>	Low	<ul style="list-style-type: none"> • 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. • If children are very messy, staff need to use appropriate PPE to clean. • Snacks will be served in the garden when possible. • Cups and plates will be soaked in Milton solution after use.
Workforce and Parents	Physical distancing/grouping	<p>Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.</p> <p>Staff need to come together for staff meetings, risking possible transmission between groups.</p>	<p>High</p> <p>Low</p>	<ul style="list-style-type: none"> • Social distancing must be maintained during breaks. • Staff members will avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions will be conducted through virtual conferencing or at a social distance.
	Training	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.	Low	<ul style="list-style-type: none"> • Training is available online for infection control and covid 19. Certificates to be presented/emailed before start date. • Staff will be asked to read the risk assessment and policy.
	Physical distancing	<p>Parents not being truthful about family health and not adhering to request for 1 symptom free parent/carer to drop off/collect.</p> <p>Parents not accepting that they cannot enter the building with their child.</p>	High	<ul style="list-style-type: none"> • Only parents/carers 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 ensuring social distancing at all times. Parents/carers are to leave promptly and move away from the preschool

		Allowing parents/carers/visitors inside the building increases the risk of transmission.		boundaries whilst maintaining social distancing guidelines. Parents/carers will not be permitted to enter the building. 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 <ul style="list-style-type: none"> • Further breaches may result in loss of child's place at preschool.
Parents, committee, staff and Visitors	Communication	<p>Break down in setting/parent relationship due to lack of all parties being clear about what measures need to be in place and failure to follow these measures.</p> <p>Children's care compromised due to lack of communication regarding their needs.</p> <p>Staff unclear about their position/wages/expected hours of work</p>	Medium	<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 Parents should receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of their children and themselves. • Communication to take place via phone calls and email to limit prolonged conversations/contact at the setting, which risks transmission. • Committee to clearly and promptly keep all staff informed of changes and details of wages, policies etc.
	Visits	<p>Additional visitors to the setting risk transmission/cross infection</p> <p>Unannounced visitors wanting to view the setting.</p> <p>New parents unable to bring children in for settling in visits.</p>	Medium	<ul style="list-style-type: none"> • Direct visitors to our website to view photos of the setting and additional information. • Unannounced visitors not to be admitted. • Settling in visits will take place on one day at the start of term and will be arranged by using a booking system. • As per Gov guidance, 1 parent can stay with their child for one hour of the first session to settle the child and meet the Key Person. The parent must wear a face covering.

		Essential building maintenance requiring additional visitors to the setting.		<ul style="list-style-type: none"> • Committee and staff to engage with virtual conferencing or meeting at a social distance. • Attendance to the setting will 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 will be made outside of the usual Pre-school ours where possible and by appointment only.
Travel	Travel associated with setting operations	Guidance not followed	Low	<ul style="list-style-type: none"> • Wherever possible staff and parents will travel to the Pre-school using their own transport or by foot. • If public transport is necessary, current guidance on the use of public transport must be followed.
PPE	Both Workforce and children	<p>Risk of the guidance below not being followed correctly:</p> <p>Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings are not necessary when adults are interacting with children, even where social distancing is not possible. In situations where social distancing between adults is not possible (eg when moving around in corridors) settings have the discretion to recommend the use of coverings for adults on site, but should remove them when speaking to anyone who relies on lip reading, clear sound or facial expression to communicate.</p>	High	<ul style="list-style-type: none"> • Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) must 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. • If face coverings do need to be worn, hands should be cleaned before and after touching them and they should be stored safely in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. • Disposable gloves, aprons and fluid resistant mask, as well as eye protection to be available to staff to use appropriately. Daily health and safety check to include regular monitoring of stock levels.

		<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 shields only compulsory 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 restock fails, then preschool should close. • All PPE, personal and preschool, will be used according to current guidelines. The touching of masks/shields must be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.
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		<p>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</p>		
Cleaning	Undertake regular cleaning	<p>Cleaning not completed thoroughly Cleaning supplies not available</p> <p>PPE not disposed of correctly.</p> <p>Correct cleaning procedures not followed</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	<ul style="list-style-type: none"> • Clean AND disinfect frequently touched surfaces at the beginning and end of the day and throughout the day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Wear one pair of disposable gloves and a disposable apron for cleaning and dispose of immediately after cleaning, by double bagging and putting in the bin. • Hard surface will be cleaned using disinfectant which is effective against enveloped viruses. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. • Soft toys and furnishings to be removed from setting, where possible. • Resources not in use will be disinfected before use. • Resources will be rotated at least daily.

Cleaning REVIEWS:	Cleaning of electronics	Electronics missed when cleaning/disinfecting	Low	<ul style="list-style-type: none"> Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.
	Disposal of potentially contaminated waste	Incorrect disposal and cross contamination/transmission	High	<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been, will be double bagged and put in a suitable and secure place, marked for storage until: <ul style="list-style-type: none"> 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:		
		FROM SEPT 2020 CHILDREN ARE NO LONGER REQUIRED TO REMAIN IN SMALL 'BUBBLES' (see RA version 1)		