

Coronavirus (COVID-19) Risk assessment / Procedures		
Establishment: WUFA CIO (Pre-School/After School Club)	Assessment by: Kate Bailey	Date: August 2020
Review Date: September 2020	<p><b>Red</b> – high risk</p> <p><b>Yellow</b> – medium risk</p> <p><b>Green</b> - 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"> <li>Families to be issued clear instructions on procedure of drop off and collection. Social distancing to be adhered to at all times.</li> <li>Parents to drop and pick up the children from the main garden gates. 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 once inside.</li> <li>Only children who are symptom free are able to attend the setting.</li> <li>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 will not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed.</li> <li>No toys, teddys or blankets (or similar) to be brought in from home.</li> <li>Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, when changing rooms and before eating.</li> <li>Encourage children to avoid touching their face, eyes, nose and mouth.</li> </ul>	<ul style="list-style-type: none"> <li>Families will not stick to staggered times or use good time management</li> <li>Families will not stick to social distancing</li> <li>Families will not be truthful about household health</li> <li>Children will want toys/teddies/blankets from home, raising risk of contamination</li> <li>Staff will not challenge families about health</li> <li>Hands will not be washed thoroughly</li> <li>Children will touch face, hands, mouth</li> <li>Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>Families not telling us children have had medication</li> <li>Enough staff in to ensure children can adapt easier to routine changes</li> </ul>

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48hours after symptoms have ended.</li> <li>• Any child who displays signs of a cold will not be allowed in preschool until 48hours after symptoms have ended and a negative test result.</li> <li>• Children taking time to settle after prolonged break and change in routine.</li> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• 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 pre-school. Children to be collected from the blue gate. One member of staff to take children out to parent.</li> </ul> <p>AFTER-CLUB - ENTRY</p> <ul style="list-style-type: none"> <li>• Children to enter through front door and IMMEDIATELY wash hands, no more than 3 in the bathroom at once and monitored by staff.</li> <li>• Hand Gels offered to older children on entry</li> <li>• Hand Gels offered to staff on entry</li> </ul> <p>LEAVING</p> <ul style="list-style-type: none"> <li>• Exit through main entrance only on Recreation Road</li> <li>• Those collecting to TEXT/CALL the setting and children</li> <li>• No adults on site to collect</li> </ul>	
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Childrens sessions will be organised as safely as possible and avoiding close contact.</li> <li>• Staff to remain distant and adhere to the settings Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Parents need for childcare, to be able to return to work, will need to be juggled against ratios and "bubbles"</li> <li>• Staff mixing with different "bubbles" and cross contamination.</li> </ul>

		<ul style="list-style-type: none"> <li>• Care routines including provision of snacks should be outside where possible and spaced out.</li> <li>• The use of communal internal spaces should be restricted as much as possible.</li> <li>• Outdoor spaces should be used as much as possible</li> </ul> <p>AFTER SCHOOL CLUBS</p> <ul style="list-style-type: none"> <li>• Outside as much as possible with limited and age appropriate equipment</li> <li>• Easy hand held snack which is filling and required limited time to be eaten outside if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of space to have multiple bubbles</li> </ul>
Play and Learning		<ul style="list-style-type: none"> <li>• Implement social distancing where possible:             <ol style="list-style-type: none"> <li>1. Small groups</li> <li>2. Parents not to enter site at any time</li> </ol> </li> <li>• Minimise the resources available to those that can be cleaned effectively whilst maintaining a rich environment</li> <li>• Rote use of toys where possible</li> <li>• Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> </ul> <p>AFTER SCHOOL CLUB -</p> <ul style="list-style-type: none"> <li>• Separate equipment to be used, exclusive use for AS Club only</li> <li>• Staff to set up the room accordingly using the tables</li> <li>• Staff to ALWAYS monitor children to see what they are accessing and continually set boundaries and reminders in a kind and reassuring way</li> <li>• (As above)</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing is virtually impossible with early years children.</li> </ul>
Childrens Wellbeing and education		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction of Covid 19 children's books.</li> <li>• Staff awareness of childrens needs</li> <li>• Staff awareness of children needing more reassurance</li> <li>• Follow current guidance on changes to EYFS</li> </ul>

		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
	<p>If a child starts displaying symptoms.</p>	<ul style="list-style-type: none"> <li>• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> <li>• The person responsible for cleaning the area should wear appropriate PPE <ul style="list-style-type: none"> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the pre-school, they should return home immediately and isolate at home in line with the NHS guidance</li> <li>• 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.</li> <li>• It is suggested that all other staff and children that have been in contact with them also get tested.</li> <li>• If there is a positive test result, all other children and adults in that bubble 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.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Parents must agree to prompt collection within the new agreement letter before child starts back a preschool.</li> <li>• If a parent cannot agree to prompt pick up then the child cannot return to preschool</li> <li>• Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> </ul>

		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)	
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• 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 unless the ages and safety of the children predicts otherwise.</li> <li>• 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.</li> <li>• Committee to ensure appropriate Risk Assessments are completed for returning staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be vigilant on health and stay away if unwell.</li> <li>• Testing is available to all key workers and their households.</li> <li>• Current government guidance to be followed.</li> <li>• Staff to take personal responsibility to stay updated and inform the setting of any changes and sign this Risk Assessment</li> </ul>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• Social distancing must be maintained during breaks.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions should be conducted outside or social distanced</li> <li>• Only 1 person at a time in the Kitchen and Bathroom</li> <li>• 2/3 People in the office</li> <li>• No hot desking allowed and no shared use of telephones. In the case where this does happen the equipment MUST be wiped down thoroughly</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.</li> <li>• Staff to engage with virtual conferencing via zoom. This can be done via app on phone/tablet or laptop.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• 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.</li> <li>• <a href="https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention">https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention</a></li> </ul>	<ul style="list-style-type: none"> <li>• Training and information to be shared with returning staff. All staff to read and sign Risk Assessment and complete online infection control course</li> </ul>
	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave</li> </ul>	<ul style="list-style-type: none"> <li>• 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,</li> </ul>

		<p>promptly and move away from the preschool boundaries whilst maintaining social distancing guidelines.</p> <ul style="list-style-type: none"> <li>All measures should be taken to minimise contact between the parent and other children and staff members.</li> </ul>	<ul style="list-style-type: none"> <li>policy and social distancing measures reinforced to them</li> <li>Further breaches may result in loss of child's place at preschool</li> </ul>
Parents, committee and Visitors	Communication	<ul style="list-style-type: none"> <li>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.</li> <li>Committee to clearly and promptly keep all staff informed of changes and details of wages, policies etc.</li> </ul>	<ul style="list-style-type: none"> <li>Policy and contract to be sent out to each family before return in September 2020</li> </ul>
	Visits	<ul style="list-style-type: none"> <li>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).</li> <li>Where essential visits are required these should be made outside of the usual Pre-school ours where possible.</li> <li>All committee involvement, should where possible, be conducted via virtual conferencing such as zoom.</li> <li>New family show rounds should be completed outside unless this is to the detriment of a new child. In this case it is to be conducted adhering to social distancing and cleanliness in line with GG</li> </ul>	<ul style="list-style-type: none"> <li>Produce virtual tour to go onto website.</li> <li>Unannounced visitors not to be admitted</li> <li>Visitors by appointment only</li> <li>Committee and staff to engage with virtual conferencing.</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance</li> </ul>
PPE	Both Workforce and children	<ul style="list-style-type: none"> <li>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.</li> <li>Most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Disposable gloves, apron and mask to be available to staff to use.</li> <li>Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks only when a child becomes unwell.</li> </ul>

		<p>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"> <li>• If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and 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</li> </ul>	
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Clean AND disinfect frequently touched surfaces throughout the day including outside and large play equipment</li> <li>• This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. Where possible</li> <li>• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>• Carpet to be steamed once a week.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning not completed thoroughly</li> <li>• Cleaning supplies not available</li> <li>• Cleaning implemented before closure to be continued.</li> <li>• Soft toys and furnishings to be removed from setting, where possible.</li> <li>• Thorough clean at the end of every day.</li> <li>• If there is a positive test result, then current guidance must be followed for cleaning of the setting.</li> </ul>
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> <li>• Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> </ul>	
Toys and equipment		<ul style="list-style-type: none"> <li>• Limited soft furnishings or toys to be available.</li> <li>• Messy play must be limited to small groups with each child having their own individual container which is washed and refreshed between children.</li> <li>• Scissors, pens and pencils, paint brushes –limited items available, wiped down between use where possible</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>• 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:</li> </ul>	<ul style="list-style-type: none"> <li>• storage issues . Must be taken straight to outside bins.</li> </ul>

		<p>1) the individual tests negative; waste can then be put in with the normal waste</p> <ul style="list-style-type: none"> <li>the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ul>	
	COMMENTS:		
	COMMENTS:		
REVIEWED BY:	COMMENTS:		
K Bailey (Manager)	Written in June 2020, Ammended August 2020 in readiness for staff training and opening in September.		ALL STAFF/COMMITTEE TO READ PRIOR TO THE START OF TERM