

**Tickton Pre-school and Play Pals Risk assessment form:**

**Serial number: COVID 19 risk assessment (return to setting and work).**

**Risk assessment review date: - 20/5/2020**

**To be re-assessed: - ONGOING (monthly). (by setting manager and staff team).**

|                            |  |
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| <b>Risk to be assessed</b> | <p>The safe return of children and staff members to Tickton pre-school upon re-opening JUNE 1<sup>st</sup>, 2020 (During COVID-19 pandemic) as far as reasonably practicable.</p> <p><b>This risk assessment must be read in conjunction with: -</b></p> <ul style="list-style-type: none"><li>• Early Years foundation stage: coronavirus disapplication's (<a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a>).</li><li>• Guidance. Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers (<a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a>).</li><li>• Guidance. COVID-19: cleaning in non-healthcare settings (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>).</li><li>• Guidance. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (<a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a>).</li><li>• Guidance . Coronavirus (COVID-19): implementing protective measures in education and childcare settings <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li></ul> <ul style="list-style-type: none"><li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</li><li>• cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li><li>• ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li><li>• cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li></ul> |
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|                             |  |
|-----------------------------|--|
|                             | <ul style="list-style-type: none"> <li>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> <li>Drop of times, adhering to social distancing.</li> <li>Household health information to be shared.</li> <li>Risk of items coming into the setting with contamination.</li> <li>Regular and effective hand washing.</li> <li>Touching face, mouth, eyes, and nose (staff and children).</li> <li>Non-essential travel to setting.</li> <li>Parent need for childcare to return to work.</li> <li>The continued use of the settings 'snuffle station' -staff to promote 'catch it, kill it, bin it' learning strategies – cleaning area regularly.</li> <li>Staff awareness of children's needs.</li> <li>Physical distancing is virtually impossible within early years settings, even though staff can be vigilant and minimise it as far as reasonably practicable.</li> </ul> |
| <b>Activity</b>             | The safe return of children and staff members to Tickton pre-school upon re-opening JUNE 1 <sup>st</sup> , 2020 (During COVID-19 pandemic) as far as reasonably practicable.   |
| <b>Who might be harmed?</b> | <ul style="list-style-type: none"> <li>Employees</li> <li>Children</li> <li>Parents/Guardians</li> <li>Visitors.</li> </ul>  |
| <b>Location</b>             | Inside and outside in gated area of Tickton Pre-school.  |

| Significant hazards  | Likelihood | Risk period | Level of risk      |
|--|------------|-------------|--------------------|
| <p><b>The safe return of children and staff members to Tickton pre-school upon re-opening JUNE 1<sup>st</sup>, 2020 (During COVID-19 pandemic) as far as reasonably practicable.</b></p> <ul style="list-style-type: none"> <li>Drop of times, adhering to social distancing.</li> <li>Household health information to be shared.</li> <li>Risk of items coming into the setting with contamination.</li> <li>Regular and effective hand washing.</li> <li>Touching face, mouth, eyes, and nose (staff and children).</li> <li>Non-essential travel to setting.</li> <li>Parent need for childcare to return to work.</li> <li>The continued use of the settings 'snuffle station' -staff to promote 'catch it, kill it, bin it' learning strategies – cleaning area regularly.</li> <li>Staff awareness of children's needs.</li> </ul> <p>Physical distancing is virtually impossible within early years settings, even though staff can be vigilant and minimise it as far as reasonably practicable.</p> | <b>3</b>   | <b>5</b>    | <b>Medium Risk</b> |

## RISK SCALE

| Likelihood   | Extremely Unlikely 1 | Unlikely 2 | Possible 3 | Very Likely 4 | Almost Certain 5 |
|--------------|----------------------|------------|------------|---------------|------------------|
| Rare 1       | 1                    | 2          | 3          | 4             | 5                |
| Unusual 2    | 2                    | 4          | 6          | 8             | 10               |
| Occasional 3 | 3                    | 6          | 9          | 12            | 15               |
| Frequent 4   | 4                    | 8          | 12         | 16            | 20               |
| Continuous 5 | 5                    | 10         | 15         | 20            | 25               |

**1-4 Acceptable risk**, but monitor regularly.

**5- 10 Medium risk**, reduce risk as far as reasonably possible.

**11 - 25 HIGH RISK**, – must reduce before task can proceed.

### **Existing measures and controls in place:-**

- All staff must wash their hands for 20's following infection prevention guidance as soon as they arrive at pre-school. All staff to complete virtual college infection control and covid-19 training online before return. Manager to keep records.
- Staff and parents acknowledge that social distancing with young children is harder to maintain – staff should implement measures as far as reasonably possible while ensuring children are kept well, safe and well cared for.
- Families to drop children off at setting door adhering to social distancing measures set in place. Taped 2m que spaces to be put in place outside setting. Doorbell and door to be cleaned using disinfectant by gloved staff member after every drop off and collection.
- Children will come into the pre-school with a key worker after drop off - to hang up own bags and coats and to wash hands upon arrival to setting (with staff support). One bag and one coat per child.
- Public Health England and the Department for Education has said that "childcare practitioners do not need PPE". PPE is required by medical and care professionals providing close contact care for those showing symptoms of coronavirus.
- The temperature of all staff and children to be taken on arrival – records to be kept by managers.
- Only children and staff who are symptom free to attend setting. Staff to ask parents upon arrival if anyone in their household has had any symptoms, if the answer is yes, the child cannot attend the

setting. The child cannot re-attend until a negative test result is confirmed or current isolation guidelines are completed and followed.

- No toys, teddies or blankets from home can be brought into the setting.
- When children come into the setting, they will be supported by a staff member to wash their hands thoroughly. This will happen regularly throughout the day and before eating and during play.
- Children will be encouraged not to touch their face, eyes, nose mouth through sessions.
- If parents/families can provide hand gel to use throughout the session this action will be supported by staff.
- All children and staff should avoid any public transport travel and follow all national guidelines for social distancing.
- Any child who has been told to shield or is clinically vulnerable cannot attend the setting for their own safety at this time.
- Any child who displays signs of cold will not be allowed in pre-school until 48hours after symptoms have ended and a negative test result.
- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- **Limit drop off and pick up to 1 adult per family and** stagger the timings where possible.
- No buggy's or siblings allowed into pre-school.
- Staff to consider (due to the distress of a child) allowing a parent to bring their child into pre-school - but to observe social distancing measures (this should not be encouraged). All measures should be taken to minimise contact between parents and other children and staff members.
- We will clear as much space as we can to allow for individual movement.
- We will have set snack times and lunch times where we will teach the children to sit apart whilst they eat.
- No soft furnishings or toys out in setting (keep all in storeroom). No play dough to be used. Fun messy play to be limited to small groups with each child having their own container which must be washed and cleaned after each use.

### Collecting children

- On collecting children, children will be brought to the setting door by one member of staff after you have rung the settings doorbell. Children will be handed over to parents with their bag and coat – parents should stand back from the setting door at collection. **Only one person at collection times please.** This may mean parents are waiting at the setting door for several minutes while staff gather everything together.
- **Parents can phone the setting at any time for information about how their child is getting on (01964 501744).**
- Return to the setting will be gradual – with propriety given to school leavers and vulnerable learners, balanced with parents need to return to work.
- Our outdoor garden space will be used daily where appropriate – with all hands washed before and after use.
- Our routines including snack and lunch times will be physically distanced appropriately within the group.
- The use on internal communal spaces will be restricted as much as possible.
- We will implement social distancing where possible.
- Staff to minimise the resources available to those that can be cleaned effectively.
- Equipment to be cleaned at the end of each session and throughout sessions regularly.
- Continue to implement the settings 'snuffle station' and promote 'catch it, kill it, bin it' learning strategies and hand washing.
- Disposable cups will be used to provide drinks to children thought sessions. These will be thrown away after each use.
- Staff will ensure children wash hands regularly throughout the day, as well as before eating and after coughing or sneezing. Children should be supported by staff members in a developmentally appropriate way to understand the steps they can take to keep themselves safe including regular hand washing and sneezing onto a tissue.
- Children should be supported to understand the changes within their setting (as a result of COVID 19). All staff must be aware of children's attachments and their need for emotional support at this time.

**If a child starts to display symptoms:**

- If a child begins to display a continuous cough or high temperature, they should be sent home to isolate per GOV guidelines.
- Within the setting - isolate the child to an area at least two meters away from other people.
- Windows should be opened for ventilation.
- If a child become ill in the setting the member of staff caring and supervising the child until a parent arrives will wear a face mask (a fluid -resistant face mask – provided by the setting manager). If

the risk presents that a child will cough into a practitioner's face/eyes then eye protection goggles will also be used by the supervising staff member.

- If the child needs to go to the bathroom while waiting to be collected the bathroom should be cleaned and disinfected using standard setting cleaning products before anyone else can use it. If a member of staff has helped a person with symptoms themselves, they do not need to go home unless they develop symptoms themselves. They must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- After the child has left the area should be cleaned thoroughly and immediately. The person cleaning the area should wear appropriate PPE.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at setting they should return home immediately and isolate at home in line with NHS guidance.
- If a child or member of staff becomes ill, then they should be tested under the new GOV testing scheme. They will only be allowed back to pre-school after a negative test result or appropriate isolation has finished (it is suggested that all other staff and children that have been in contact with them also get tested).
- If there is a positive result all children and staff at setting must also be tested and only return with a negative result. If clinical advice is needed, the setting staff, parents or guardians can go online to NHS 111 (or call 11 if they have no access to internet).
- Parents must agree to prompt collection and confirm emergency contact details before their child returns to the setting.
- Parents should all receive a copy of this risk assessment via email, so they can understand our safe operating procedures and see that all measures are being taken to support their child's safety and themselves.
- Attendance at 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 (for example – vital building maintenance). Where essential this should happen outside current pre-school sessions.
- Committee involvement should happen via Zoom, What's app and email in partnership with the setting manager.

### **Staff work force.**

- Staff must carry disposable gloves with them while working.
- Staff members should only attend the pre-school if they are symptom free, have completed the required isolation period or achieved a negative test result. Staff in attendance will complete daily risk assessing health questionnaires. This will be recorded by the setting managers.
- Consideration must be given to limiting the number of staff in the pre-school at any one time and to only those required to care for the expected occupancy levels.
- All staff attending should avoid non-essential public travel and should minimise social interaction as per the national GOV guidelines.
- **Physical distancing is impossible in early years, even though staff can be vigilant and minimise it. However if a child needs care regarding settling, personal care and/or care after a trip or fall staff will provide this.**
- Staff members should not touch their face, mouth, eyes and nose. Staff must wash their hands for 20seconds regularly throughout the day. Good personal hygiene, such as hand washing, not only protects you but others you may come into contact with.
- Staff team members should use What's App, email and Zoom to plan and communicate effectively for children.

- Staff must be vigilant on health and stay away if unwell. Testing is available to all key workers and their households. Current government guidelines to be followed at all times.
- Wherever possible staff should remain with the group of children who have returned to the setting (a limited number) and not come into contact with other groups.
- Social distancing should be maintained between staff members and they should avoid any physical contact including hugs and hand-shakes etc. Maintain safe distances between people. Public Health England guidance defines having close contact with a virus carrier as being within two metres of a person for 15 minutes.
- All staff members must complete infection control training and COVID 19 online training through virtual college and read/review this risk assessment (sign/date).
- Staff members must be aware of children needing more reassurance and follow current guidance on changes to the EYFS.
- Staff should clean as they go in areas they use; including the staff toilet and kitchen area, using antibacterial wipes provided.

Wearing a face covering or face mask in schools or any other educational setting is not recommended. Face coverings may be beneficial for short periods where there is a risk of close social contact with someone you don't normally meet and where social distancing measure can't take place such as in hospitals – however this does not apply to educational settings.

PPE is not required beyond normal procedures for example for cleaning and personal hygiene procedures.

### **Undertaking regular cleaning.**

Staff member should clean and disinfect frequently – touched surfaces throughout the day, this includes: -

- Tables and chairs
- Resources
- Equipment
- Doorknobs
- Doorbell.
- Bathroom area and changing area.
- Light switches
- Countertops
- Taps, sinks and hand dryers.

Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.

Use disposable cloths.

No soft furnishings or toys out in setting.

Regularly clean electronics after use such as tablets, touch screens, key-boards, telephones and remotes.

Clean hard surfaces with warm soapy water, then disinfect these surfaces with disinfectant and normal cleaning products used within setting guidelines. Wash hands after cleaning for 20 seconds following guidelines.

PHE and the DfE have confirmed that there is no need to clean your clothes immediately after leaving work at a childcare setting – this is only required by healthcare professionals.

Our door play is encouraged and so Tickton Pre-school staff will use their outdoor classroom/garden for play, with children and staff washing their hands before play and after play, with water available outside to play with (with soap). A common-sense approach will be taken by staff members.

When collecting items from the settings outdoor containers gloves should be worn and disposed of once retrieval is obtained.

Staff who are not in work must not visit the setting during session times and keep away from pre-school. If they need to collect paper-work this must be done after pre-school has closed and disposable gloves must be worn and disposed of after the collection.

The pre-schools garden area will remain locked to other users during this pandemic so only pre-school children can use this space.

**implemented by:** All Staff members

Are risks adequately controlled **Yes** No (highlight as appropriate)

|   |  |                            |
|---|--|----------------------------|
| <b>If No, list additional controls/measures, action required.</b> |  | <b>To be auctioned by:</b> |
|---|--|----------------------------|

**Risk assessment comments:**

**To continually review practice.**

**Review Date: ONGOING monthly 1/7/2020, 1/9/2020.**

| <b>Completed by</b> | <b>Position held</b> | <b>Signature</b> | <b>Date</b> |
|---------------------|----------------------|------------------|-------------|
| Helen Turner        | Setting Manager      |                  | 20/5/2020   |

### **Reviewed by staff team**

All staff must sign and date risk assessment form. By doing so you are demonstrating that you have read and understand the risk assessment carried out and understand that all measures must be carried out by all staff members to minimise any risk.