

COVID 19 Risk assessment

Child care provider	Exbourne Pre-School
Address	Methodist Chapel hall, Fore street, Exbourne EX20 3RU
Manager / Owner	Katy Vallance Pre School Manager
Date assessment completed	6th June 2021

Movement of persons around the setting

Hazard	Control Measures
Entrance and exit to childcare setting causing people to congregate compromising social distancing	<p>Stagger drop-off and collection times with children being put into two teams team A and B. Team A times 9-3 and Team B 9.15-3.15. Notify parents about Team times and explain parents needing to wait at a yellow band to ensure social distancing. Staff will collect and drop off children to the parents outside the setting.</p> <p>Discourage parents from gathering together and implement social distancing outside the setting to minimise the adult to adult contact.</p>

Travel and outings	<p>If you go out of setting, please risk assess and take covid protocols where needed. Speak to the parents.</p> <p>If possible do not use public transport.</p>
Movement of adults around setting	<p>Staff to socially distance away from each other at all times</p> <p>Staff discretion whether they wear a mask or not throughout the day in the setting working with children and other staff members.</p>
Layout of setting	<p>Ensure lots of open space to help support social distancing.</p>
Spread of virus due to increased numbers of people within the building	<p>Inform parents that if their child needs to be accompanied to setting only one parent should attend.</p>
Inadequate social distancing measures leading to spread of the virus	<p>Children should only attend one setting where possible.</p>

Coming into contact and mixing with other individuals who may be unwell

Minimise contact with individuals who are unwell

If children or adults have, or are showing symptoms of, coronavirus (new continuous cough or

high temperature of 37.8 degrees centigrade or higher, or a loss of, or change in, their normal sense of taste or smell (anosmia)), or have someone in their household who is, they should not be in a childcare setting. they should be at home, in line with the **Guidance for Households With Possible Coronavirus Infection.**

Premises related matters

Hazard	Control Measures
Changes to building use being safe for pupils and staff – e.g. storage, one-way systems, floor tape	<p>Review your settings risk assessment to ensure control measures remain suitable and in place.</p> <p>Update risk assessments to include coronavirus (COVID-19) and any changes that have been necessary (e.g. hand washing, one-way systems, allocation of specific areas).</p> <p>Consider how the layout will enable access to outdoor space and the equipment. Limit how much children can access resources independently to keep on top of touch points.</p>
First aid procedures – reduced numbers of first aiders and paediatric first aider	<p>Review First Aid procedures.</p> <p>Rota systems in place to ensure adequate numbers of PFA trained staff.</p> <p>Communication of first aid arrangements cascaded to staff daily.</p>

Fire procedures	<p>Review the fire procedures taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</p> <p>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p>
Water hygiene – management of legionella (where appropriate)	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p> <p>Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing school premises during the coronavirus (COVID-19) outbreak(and NPS guidance: Water Hygiene Management during Covid-19 Lockdown).</p>

Using and monitoring new practices to reduce risk of Covid-19 transmission

Training of all staff via briefing prior to start – to include contents of this RA, use of PPE, cleaning arrangements, location of designated room for suspected cases moved into the church room.

Staff to be regularly washing/gel of hands.

Staff to be making sure when children are arriving and leaving, setting hands are either washed or gelled.

Staff to be aware of what resources/toys children are touching. Place resources/toys back in the box/cleaning box to then wash.

Daily morning and end of the day briefings.

Manager must monitor arrangements throughout the day and make remedial actions where needed.

Ensure there are opportunities for all employees to raise concerns / make suggestions, staff meeting fortnightly

Review Setting Policies and Procedures – including safeguarding – to include coronavirus (COVID-19) during staff meetings.

Setting to be cleaned thoroughly throughout the day, regular wiping down off touch points.

Staff testing twice a week (sun -Wednesday) using lateral flow tests.

Ventilation to reduce spread	Open high windows in the playroom.
Management of waste	Ensure bins for tissues are emptied throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks) Safe-working in education childcare and children's social care including the use of PPE.
Activities to take place outdoors in line with social distancing	Wiping down touch points, toys, climbing equipment after use.

Staff related issues

Hazard	Control Measures
Inadequate training for Managers on completion of RA for COVID-19, leading to anxiety and lack of the reassurance needed for staff	Guidance, risk assessment and checklist provided to Childcare Providers support will be via you Early Years & Childcare Adviser, keep regular contact with Helen stephenson

<p>Insufficient staff capacity to deal with increased numbers of children – Shortage of staff to maintain EYFS ratios</p>	<p>If there are any shortages of staff, use the DfE list to prioritise who is offered a place based on staff availability.</p> <p>Follow the Early Years Foundation Stage (EYFS) for staff ratios where possible and follow the Disapplication Guidance.</p>
<p>Anxiety levels of staff</p>	<p>Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes. Regular wellbeing check ins with all staff members</p> <p>If appropriate, seek GP or occupational health advice.</p>
<p>Staff understanding of new changes – safe practice at the setting</p>	<p>Talk to and involve staff with the planning (for example, safety measures, timetable changes and staggered arrival and departure times).</p>
<p>Accessing testing arrangements are clear for all staff</p>	<p>Access to testing is already available to all essential workers.</p> <p>You can apply for the coronavirus (COVID-19) test here.</p>

<p>Collecting and dropping off children to parents/carers outside.</p>	<p>Wearing masks if not exempt when meeting/ handing back children. Ensure social distancing from parents.</p> <p>Use gel/ wash hands when entering the setting.</p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff</p>	<p>If a child becomes unwell with symptoms of coronavirus (COVID-19) while in the 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 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a 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> <p>Ensuring that fluid resistant face masks are available and a supply is maintained.</p> <p>See the government guidance on safe-working in education childcare and children’s social care including the use of PPE.</p>

<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious. Government guidance on shielding and protecting extremely vulnerable persons and staying alert and safe social distancing clinically vulnerable people should also be followed when considering staffing arrangements.</p>
<p>Staff use of PPE</p>	<p>Children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow government guidance about coronavirus (COVID-19) early years and childcare closures.</p>
<p>Use of PPE / lack of understanding</p>	<p>Adequate training / briefing on use and safe disposal</p> <p>Follow government guidance on putting on and taking off standard PPE and above guidance on use in education settings.</p>

<p>Dealing with suspected and confirmed cases</p>	<p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus (COVID-19) in a setting.</p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p> <p>Notify OFSTED</p>
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Child related issues

<p>Hazard</p>	<p>Control Measures</p>
<p>Children with EHCP</p>	<p>Complete risk assessment before attendance, for advice on Inclusion contact your Babcock Early Years Consultant</p>
<p>Vulnerable groups who are clinically, extremely vulnerable</p>	<p>Parents should follow medical advice if their child is in this category: guidance on protecting people most-likely to get-unwell from coronavirus</p> <p>Or if someone within their household is in this category: guidance on shielding and protecting extremely-vulnerable persons from covid 19</p>

<p>Member of the setting becoming unwell with COVID-19</p>	<p>If a child is awaiting collection, they will be moved to an area where they can be isolated behind a closed door (church room), depending on the age of the child and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If the church room is being used and it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p>
<p>Children classes as vulnerable not attending setting due to Covid 19</p>	<p>Weekly check in with family via phones or virtually through microsoft teams</p>

Transport

Hazard	Control Measures
<p>Travel to setting and provision of safe transport</p>	<p>Consider transport arrangements and where possible encourage parents and children to walk or cycle to the setting where possible.</p>

Provision of food

Hazard	Control Measures
<p>Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/contamination</p>	<p>Follow usual food safety and hygiene procedures and government guidance for catering establishments safely during coronavirus (COVID-19)</p> <p>Ensure Health and Safety policies are followed.</p>
<p>Food that is able to be prepared on premises is compliant with COVID-19 health and hygiene guidance</p>	<p>As above</p>

Communications with parents and others

Hazard	Control Measures
<p>Parents, contractors and other staff (multi agency professionals) entering or working in the setting</p>	<p>Checklist of questions on doors to setting.</p> <p>Tell parents, carers or any visitors, such as suppliers, not to enter the childcare setting if they are displaying any symptoms of coronavirus.</p> <p>Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site.</p> <p>Publish a site telephone number in case of immediate access is required.</p> <p>Contractors who need to attend setting only when no children are present where possible.</p>

	<p>Face to face from multi agency professionals only if necessary and cannot be done virtually (TEAMS).</p>
<p>Communications to parents and staff</p>	<p>Regular communications via email, private facebook group, update emergency contact details for all children</p> <p>Regular communication with staff</p>
<p>Parent aggression due to anxiety and stress</p>	<p>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact.</p> <p>Wearing masks if not medically exempt when on site at the setting and staying by the yellow bands to ensure social distancing .</p>

Hazard	Control Measures
Pregnant employee contracting COVID 19 whilst in the work place	<p>Staff members will wear suitable PPE if they are able to. Mask or Mask and visor.</p> <p>Arrive and leave the setting when not crowded.</p> <p>Not to be collecting children off parents/carers or giving them back at the end of the day.</p> <p>Regular Handwashing and individual respiratory hygiene e.g catch it, kill it, bin it. Good ventilation in setting.</p> <p>Where possible do not share resources with other staff members , where this is not possible resources will be cleaned.</p> <p>Daily enhanced cleaning and disinfecting of objects and touch points in setting.</p> <p>Staff member socially distance from other staff.</p> <p>Where possible no intimate care to be given to children e,g no nappy changing, changing of clothes or if a child becomes ill.</p> <p>Regular check ins and updates between member of staff and Manager</p>

Manager/owner recommendations – Additional control measures or actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Sign Off

Signed (Manager/Owner)	Katy Vallance Manager, Exbourne Pre-School
Date	6.6.21

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health and Safety Co-ordinator.