RISK ASSESSMENT FOR: Safe operation of preschool during Coronavirus Pandemic COMPLETED BY Mandy Blythe/Rachel Yensen/Andrea Lowe__

DATE 22/05/2020

Update 14/7/20 (for reference: normal PPE : apron, gloves) (Covid 19 Outbreak Procedure is hung on wall in the office)

Update 10/8/20 (for reference: normal PPE : apron, gloves) (Covid 19 Outbreak Procedure is hung on wall in the office) **Actions: by 4th Sept 2020**

Update 30/9/20 (for reference: normal PPE : apron, gloves) (Covid 19 Outbreak Procedure is hung on wall in the office) **Actions: by 16th Oct 2020**

Hazards?	Who is at risk	Level of Risk	What action is necessary?	Action completed/Date
Insufficient staff to operate safely	staff and children	Medium	1. Audit staff to determine any who are unable to work due being at risk 2. Complete individual staff risk assessments if required 3. Give as much information to staff as possible re how we will keep them safe and what any research states 4. Refer staff to Remploy if applicable 5. Support staff taking sick leave or parental leave 6. Where possible find other ways of supporting staff if they are unable to work due to shielding 7. In the event of threat of closure due to short staffing, preschool management committee members will come into sessions to cover ratios as volunteers, however there will always be a minimum of 2 preschool staff in the session. Should there not be enough staff to operate preschool safely, the Manager/Dept Manager/ Chairperson will inform parents immediately that preschool will be closed, they will also inform HBC and follow advice given from them. In the event of the Manager being unable to continue working, the deputy manager will cover in the short term (2 weeks). If absence of manager goes beyond this the committee/deputy manager will contact HBC for advice. 8. Preschool will adhere to Government restrictions regarding tier 4 – closure of preschool with the exception of key workers children and vulnerable children	14.7.20 30/9/20
Cross infection of Covid 19	All adults and children attending preschool	High	**Maintaining safety measures and social distancing with parents and visitors to setting:** 1. Staggered drop off and pick up times 2. Other than parents, only people who are consistent carers for the child should collect them from preschool. 3. 2 mtr markers taped to path outside preschool – from gate to porch 4. Signage displayed outside preschool to inform of social distancing, rules for visitors and drop off, pick up points – Drop off and pick up will be at the front porch. 5. Parents informed not to gather around entrance. If necessary, a member of staff at door will oversee this at drop off and pick up times. Parents must wear face coverings when on preschool premises, staff must wear face coverings when meeting parents and visitor at the door or on the pathway	14.7.20 30/9/20

			6. In cases of children attending another setting, contact will be made with childminders/other settings to carry out and confirm joint risk assessment. 7. Gate to be tied back to avoid lock being handled multiple times 8. Parents will be informed to contact preschool by phone or email only 9. Parents will be informed that keyworkers will not be able to discuss any concerns with parents at drop off and pick up 10. In an emergency, if there is no alternative but for a member of staff to meet with a parent, this must be done after all children have left the premises and be conducted in the main room or garden, ensuring social distancing measures are adhered to. Only 1 parent can be present at a meeting (unless other support is required e.g. an interpreter) 11. Only one parent may drop of or collect a child (Siblings allowed – however must stay with parent at all times) 12. Visitors will only be allowed in preschool for essential safeguarding or medical emergencies. All visitors must adhere to social distancing and wash their hands on entering the premises. Visitors/tradespeople will be allowed in preschool for emergency repairs and any essential maintenance only, where possible, they will only be allowed on premises when the preschool is closed to children. They must always wear face coverings and give contact details. All visitors must book an appointment. Staff admitting the visitor will be responsible for ensuring contact details are taken. 13. Accident book –Online version not working efficiently enough - Revert to paper copy, staff to show to parent and sign on their behalf noting that this is due to Covid 19 restrictions. Pens available for parents to sign documents (and anything else that requires signing) at the door, these must be sprayed with sanitizer after each use. 14. Suncream – must be applied to a child prior to coming to preschool 15. Medication - Only give if part of routine treatment and cannot be administered at home. If it being given for something that is infectious the child will not be allowed in preschool 16. At the beginning of the day, manager in session will open **all** windows and switch on extractor fans to enable air to circulate. 17. We do not expect the children to socially distance, however, in order to avoid overly close contact and to maintain a calm atmosphere that supports listening skills, children will be split in to 2 groups (max. 8 in each group), who will alternate between outdoor and indoor play for the majority of the session. The children will stay with their group and the same staff member for the session, coming together with the whole group for a short teacher led period at the beginning and end. 18. A gazebo will be erected in the garden to provide shelter whilst children are outdoors, enabling this routine to be maintained in all weathers. The gazebo will have locks fitted to prevent intruders out of preschool hours	30.9.20 6.10.20

			Social distancing and hygiene routines for staff: 19. Staff to wash hands for at least 20 seconds on entry and exit to preschool, at least every hour and at times when required for infection control e.g. before food prep 20. Staff to maintain social distancing with each other always unless in an emergency e.g. child/adult at risk of coming to harm. 21. Only one member of staff at a time should use small spaces where social distancing will be difficult – these are the kitchen, office, storeroom and bathroom, porches, outdoor buildings 22. Lunch times -. The porch/kitchen may be used for one member of staff, alternatively the main room can be used or the garden/garden gazebo, social distancing must always be maintained. Staff may leave the premises at lunch time. 23. Signage put up to remind staff of social distancing and hygiene rules 24. Planning will be completed by Deputy Managers only. Planning for cohorts and individual children will be discussed at staff meetings (see below) and on an 'In the Moment planning discussion' at the beginning of each session, to be led by manager in session. 25. Staff meetings – Will be held fortnightly, social distancing will be adhered to. Deputy Managers/Manager will feedback essential info to staff team individually when staff in session. Mandy to keep a record of any info shared with staff. 26. Management meetings – where possible these will be held remotely via WhatsApp. Will be held in the gazebo if not remotely 27. Office working - Where possible, management admin work will be carried out at home. Office will be reorganised to provide separate workstations and chairs. Only Manager and 1st Dept Manager to work in office and will not work in the office at the same time rota: Rachel – Monday, Friday, Mandy Tuesday, Wednesday, Thursday. Photocopier will only be used by managers, it must be wiped down with screen after each use. In light of new evidence regarding aerosol transmission in unventilated rooms updated office procedures are: a) Register, red box, accident book, medication record to be kept in locked filing cabinet in main room to minimize office use. 28. Phone – in main room - only to be answered by manager in session. In office only to be answered by manager working in office. If managers are unable to answer the phone it must not be answered by anyone else. If possible, on return to the room, managers will contact 1471 and return the call. Paper towel and bottle of screen will be positioned close to both phones and must be used to clean the phone after each use. Other staff may use the phone in emergency only. Incoming calls for staff other than person answering phone: Callers phone number will be taken and requested recipient will return call. 29. Pens, notepads pencil sharpeners, pencil – staff to be provided with a stationary pack and will only use those. Extra staplers and hole punch will be provided for main room and office. 30. Where a member of staff must use a shared book e..g register, they must wash their hands before and after handling it. 31. Ipads - Staff will only use their own ipad. Staff will resume some observations on Tapestry to	

			monitor keychildren's development, so occasionally it may be necessary to photograph a child or note a brief observation. Focus for the Autumn term will remain with PSE and Communication development and expectation is that staff will prioritise their time to work directly with the children so Tapestry observations may be less than normal.Ipads to be wiped down with paper towel dampened with cleaning solution/antibac wipe when finished with. 32. Staff to be responsible for own cleaning – Kitchen: after using any crockery, utensils, appliances in the kitchen these must be washed or wiped down with detergent as appropriate. Bathroom: staff toilet must be wiped toilet down using screen and toilet roll after use. Screen to be available on top of bathroom cupboard. 33. Kitchen/porch bathroom extractor fan to be switched on at all times 34. Extractor fan to be fitted in office/repaired in bathroom 35. Changing a child – When cleaning and changing a child with soiled clothing PPE as normal will be worn.(apron, gloves). If close contact is likely whilst supporting a child with intimate care, a visor as well as normal PPE may also be worn, (staffs choice) 36. Toileting children – Children will need to be encouraged to use the toilet independently at all times, however where support is needed from a member of staff, normal PPE will be worn.(apron, gloves) 37. When giving support to a child, where possible, staff should position themselves indirectly to the child e.g. behind, above, at the side) 38. Facemasks are not required unless a child is displaying Covid 19 symptoms or social distancing is not possible between staff members/other adults. 39. If required, an individual risk assessment will be carried out for children who are vulnerable because they have been shielding or because a member of their household have been shielding 40. An individual risk assessment will be carried out for children who find it difficult to follow rules for hand washing and hygiene and support measures will be put in place e.g. very young children, children with SEND. 41. Physical support– If a member of staff needs to physically support a child to keep them and others safe, to give comfort or to support the child's learning and development, they will do so. Due to evidence that young children are low transmitters of the virus, staff do not need to wear PPE when in close contact with children, unless the child is displaying symptoms of Covid 19. Where a child needs 2 members of staff to give close contact support or comfort, the staff will wear face coverings, due to social distancing between adults being compromised. 42. Singing – Teacher led sessions should be held outside where possible. During any teacher led singing sessions e.g. circle time, adults must ensure they are 2 metres away from each other and not directly facing each other. Where possible, during teacher led singing sessions, children should be spaced away from each other (1 metre)	

			Restrict spread of infection from home environment, for both children and staff: 43. Where possible, children will only attend Vicarage Lodge. If a child must attend another setting such as a childminder or nursery, we will contact the other setting and work with them to set up a risk assessment 44. When a child is dropped off, staff will check verbally with parent/adult that the child is well and has not displayed any symptoms. 45. Children to wear clean clothes each day 46. Children's coats to be hung with distance between them 47. Bags and toys will not be allowed in preschool. Other than essential comforters 48. Lunch boxes to be wiped down with screen/alternative cleaning solution, on entry to preschool 49. Children will have their own bag that stays in preschool containing crayons, scissors, paintbrushes 50. Children will be provided with individual messy play stations. These will be individual bowls for sand/water play and individual playdough tubs. The sand will be cleaned at the end of the child's session by soaking it in Milton, it will then be left to air dry. Bowls will be cleaned using screen/alternative cleaning solution after each use. Playdough will be stored in named containers. Messy play will be closely monitored by staff to maintain the safety of individual children's play e.g. Prevent a child playing in another child's sand bowl. 51. . It is preferred that spare clothes are not brought from home. We will use preschool's spare clothes. On return from parents, clothes will be left for 72 hrs in a secure plastic box before returning to our clothing. If parents prefer to bring their child's own clothes into preschool, or if their child wears nappies, a small bag of clothes/nappies (including wipes) must be provided that will then stay in preschool. The bags of clothes will be named and stored for 72 hours in preschool before use. 52. If a child is still using a potty, parents must provide one to be left in preschool until the child is toilet trained. 53. To minimize risk from staff having to launder preschool items at home, tea towels and aprons will no longer be used. Paper towel will be used to dry dishes. Parents will be informed that their child will not be wearing an apron when painting or engaging in messy play. 54. Home Learning packs and library books will not be sent home 55. Staff to wear clean clothes each day. 56. Staff not to put bags or coats on tables or other surfaces that are used regularly. Bags and coats should be hung on individual pegs in the porch/kitchen/office. Only one bag per member of staff to be brought into preschool. 57. Staff lunch: Lunch boxes must be plastic and must be wiped down with screen/ or alternative cleaning solution prior to going in fridge. 58. Mobile phones, keys etc – where staff do not bring a bag to preschool, mobile phones, keys etc must be placed in the personal belongings box in the kitchen, they must not be left on the worktop in the kitchen. 59. People travelling from abroad will be asked to self isolate as detailed in up to date government	

guidance. https://www.gov.uk/guidance/travel-advice-novel-coronavirus

Thorough cleaning procedures to be put in place as directed in gov guidance : https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

60. All staff will be responsible for monitoring areas and items that require cleaning and informing the member of staff on cleaning duties for that session
61. Staffing rota: Of the 3 staff in session, staff 1 is responsible for children group 1, staff 2 is responsible for children group 2, staff 3 is responsible for cleaning duties throughout the session plus preparation and clearing away of snack and supporting children at the beginning and end of session.
62. Staff on cleaning duties will complete a sessional Cleaning Log to ensure all appropriate areas are cleaned. The log will include all items and areas that need to be cleaned and how often. Hotspots such as door handles, chairs, table surfaces, bin lids, tissue dispensers will be cleaned at the beginning and end of each session (4 times per day)
63. Cleaning products to be used:
    for wiping down, use disposable cloth or paper towel and correctly diluted screen/milton
    For immersed washing – bucket of water with suitably diluted screen/milton
64. Tissue dispenser will be replenished when needed, lidded bins will be emptied at the end of each session or more often.
65. Toilets will be cleaned after each use by the staff member on cleaning duties
66. The main room, 2 porches, 2 bathrooms, kitchen, including floors and surfaces will be thoroughly cleaned, using normal cleaning procedures, at the end of each session, (twice a day).
67. When cleaning, staff will wear gloves and an apron.

In order to prevent cross infection occurring due to incorrect use of PPE we will:

68. Supply sufficient PPE, stock checks will take place weekly. Face masks are be Type IIR (BSEN146:2019) and have CE on box. Gloves will be (BSEN445 or Parts 1, 2, 3 or EN445) with CE on the box.

69. Provide staff with full training on how to wear, use and dispose of PPE.
    https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf

    https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf

    https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf

			70. All used PPE to be placed in a plastic bag and disposed of in the bin. 71. PPE used with a child/adult with suspected Covid 19 must be disposed of by double bagging and placing in the named blue bin behind the wooden shed.	
The routine/environment does not allow for changes and safe practices to be implemented	All staff and children	Medium	**A new session routine will include time for hygiene control, social distancing and infection control teaching, PSE support:** 1. Update the preschool sessional routine. Inform staff and parents prior to Sept start. 2. Routine to include children washing hands for 20 seconds at least every hour, to include on arrival to preschool and before leaving preschool, before snack and when coming inside from outdoor play(plus when necessary for infection control – wiping noses, coughing, sneezing, using the toilet) 3. Routine to include teaching on social distancing and hygiene e.g. handwashing songs, learning to cover sneezes, Catch It, Bin It, Kill It etc. Staff will always make certain that this learning is fun. All handwashing must be supervised. Fortnightly planning will need to cover this 4. Snack – this will be limited to items that do not involve shared utensils or plates. Children will not self-select snack, staff will offer a selection from a choice of fruit, toast, cheese and crackers, milk or water. Time for snack preparation will be limited so fruit that can be prepared easily will be offered e.g. apples, bananas, pears. Staff will pre butter the toast and pour the drinks for the children. 5. Lunch club – Staff will wear aprons when supporting children at lunch time, they no longer need to wear gloves, however must wash hands before and after touching a child's food. 6. Hello and goodbye circle time at beginning and end of session. Times will be flexible in line with staggered drop off and pick up. Staff will work together to support children during this time however must maintain social distancing, where staff are unable to maintain social distance (1 metre) they must wear a face covering. 7. Settling in – There will be times when a child is unsettled on entry to preschool. In these circumstances the parent will place the child in the preschool porch so that the member of staff can hold the child's hand and take them in to preschool or give them a cuddle if needed, without compromising social distancing with the parent. We realise that for some children, a comforter such as a dummy or special toy can play an important role in the settling in process, in cases where it is essential that a child has a dummy parents will be asked to provide one that can be left in preschool, this will be stored in an individual named container. If a child's comforter is a toy this can be brought to preschool if essential and will be stored in an individual named bag, the comforter will only be used under direct supervision and only by that child. It will be removed to its container/bag as soon as it is no longer required. 8. Resources will be limited to items that can be cleaned. Items that cannot be cleaned, such as lego, soft toys & furnishings will be removed. To limit the sharing of resources, children will be	14.7.20

			given individual resources where possible – mark making bags, water play bowls. 9. Bathrooms – only 2 children plus 1 member of staff allowed in main bathroom, 1 child and 1 member of staff allowed in porch bathroom. Toilets cleaned after each use. 5 children plus 1 staff member allowed in main bathroom – 1 child in each toilet, 1 child at each sink.	
A child/Staff becoming ill/ A child becoming ill with coronavirus symptoms			**In order to manage illness in preschool including possible Covid 19 and confirmed Covid 19:** 1. Parents to be informed that under no circumstances should children be sent into preschool if they are unwell. This includes temperature, cough, stomachache, diarrhea, sore eyes, rash, unwillingness to eat and being generally lethargic or tired. 2. Parents must not send their child to preschool if a member of their household is displaying Covid 19 symptoms.(Cough, temperature, loss of smell and/or taste) 3. Parents will be asked to sign an agreement that they have ensured arrangements have been put in place for their child to be collected from preschool swiftly should they become unwell, agree to book a test if their child or any other household member displaying Covid 19 symptoms and agree to engage with NHS Test and Trace if required. 4. Procedure for Covid 19 Outbreak (in office) will be followed. • A child who appears unwell with Covid 19 symptoms - **a persistent cough and/or temperature above 38, loss of smell/taste** will be isolated in the porch, with garden door open, and parents requested to collect them immediately. • A member of staff will stay with the child and, if less than 2 metres from the child, the staff member will wear PPE – apron, gloves and facemask and if there is likelihood of contamination from bodily fluids, a visor must also be worn. • If it becomes an emergency call 999. • Child will be taken through garden to the gate when parents arrive. • Parents will be informed that they must book a Covid 19 test for their child immediately via NHS website or telephoning NHS 119. • The porch (including bathroom) will be disinfected with Screen disinfectant/bleach solution as soon as possible after the child has left. Person cleaning the area will wear normal PPE (apron and gloves) If an area has been heavily contaminated with bodily fluids from a person with suspected Covid 19, the person cleaning the area must wear apron, gloves, facemask and eye protection. • If deep cleaning of the main room is required immediately, the children left in session will be taken in to the garden, their parents will be contacted and asked to collect them. Preschool will then close until cleaning is completed. • The member of staff who has helped the child does not need to go home, they must remove and dispose of all PPE and wash hands thoroughly for 20 seconds. • Any waste, including PPE must, be double bagged, stored securely in a named blue bin stored behind wooden shed for 72 hours (or until a negative test result has been confirmed) and then thrown away in the black bin.	14.7.20

			5. Parents must inform preschool immediately of the results of any Covid 19 test. 6. If a child or adult is tested positive for Covid 19, they must self-isolate for 10 days. If they do not have symptoms when the positive test is confirmed but develop symptoms later, they must restart the 10 day self-isolation from the onset of symptoms. After 10 days they may return to preschool, providing they no longer have symptoms (other than a cough and a loss of taste and smell – evidence shows that both these symptoms can last for a prolonged period of time 7. If Covid 19 is confirmed with a positive test, parents and staff in child's group will be notified through the NHS Test and Trace system and they will need to self-isolate for 14 days. If symptoms occur with any staff or children in this group they will need to be tested. Follow procedure for single Covid 19 case for 1 child/adult. Follow Covid 19 outbreak procedure for 2 children/adults or more. 8. In the event of one suspected case or positive case of Covid 19 HBC will be informed 9. In the event of a positive test result that indicates an outbreak (2 or more positive cases within 14 days) PHE NW local health protection team and HBC and Ofsted will be informed If there is an increase in absences due to Covid 19 type symptoms, even if there is no confirmation of positive tests from parents, Halton Borough Council and the Local Health Protection Team will be informed. 10. If a test is negative the child may return to preschool. Evidence of the negative test result will need to be shown in preschool prior to return. 11. Staff having dealt with a child with suspected Covid 19 symptoms will be given the opportunity to change into spare clothing 12. If deep cleaning of the room is required immediately, the children left in session will be taken in to the garden, their parents will be contacted and asked to collect them. Preschool will then close until cleaning is completed. 13. Staff must not attend preschool and must be tested if they are displaying any Covid 19 symptoms - temperature of over 38 degrees, persistent dry cough or loss of taste or smell. If a member of staff becomes unwell whilst at preschool, they will go home immediately and any areas they have used will be cleaned following the procedure for a child becoming unwell with Covid 19 symptoms. Staff must book a test immediately and inform preschool of test results as soon as they are received. Follow procedure for single Covid 19 case for 1 child/adult. Follow Covid 19 outbreak procedure for 2 children/adults or more. 14. If a member of staff tests negative, they may return to preschool. 15. Government updates will be inform actions and reviews with regard to up to date procedures, see: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures 16.	

Being unable to maintain social distance/ infection control during evacuation or lockdown		low	**In order to maintain social distancing and infection control and still save lives in the event of a fire or risk of significant injury we will amend our:** Emergency Evacuation Procedure: As our assembly points are large and outdoors this already allows to social distance. Children and adults should ensure hands are washed once stand down is given. Lockdown Procedure : Provide a box of facemasks, gloves and hand sanitizer to be kept in bathroom	14.7.20
A child requiring first at putting first aider at risk of covid 19	staff	med	In order to minimize cross infection between an injured child/person and a member of staff administering first aid, : 1. Before administering first aid, hands must be washed for 20 seconds, if water and soap is not available, use hand sanitizer. Hands must also be washed for 20 seconds after administering first aid 2. First aid treatment for a child will only require normal PPE (apron, gloves). If more than one member of staff has to administer first aid to a child, and they are unable to social distance, they must wear facemasks. If a child requiring first aid is displaying Covid 19 symptoms, the first aider must wear PPE, including a facemask and visor. 3. All staff will be given a pack containing gloves, apron, facemask, hand sanitiser & CPR face shield that they will keep close at hand. Eye shields will be placed in the main room and garden porch, so they are easily accessible 4. Physical contact will be unavoidable so staff must avoid touching their faces 5. Where possible staff must comfort a child without making physical contact, however it is essential that the child's needs are met at all times 6. CPR must be carried out as normal for children, including rescue breaths. For adults, during the coronavirus pandemic, do not carry out rescue breaths, just do chest compressions. After completing first aid training on 28.09.2020 advice given by Coates Training is: rescue breaths on children should only be carried out if catching Covid 19 is not a significant risk to the first aider e.g. anyone clinically vulnerable , living with someone clinically vulnerable or other risk category should not give rescue breaths.	