

COVID-19 RISK ASSESSMENT – LILLIPUT PRE SCHOOL,

<p>Date of Risk Assessment: 3rd August 2020</p> <p>Description of property: Children’s Pre-School</p>	<p>Age Range of children: 2 years – 4 years and 11 months.</p> <p>Number of children: Maximum 30 per session</p> <p>Any children with Additional Needs: _____</p> <p>Number of adults 7/8</p>
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Assessment carried out by:	Donna Smith	Assessment date:	03/08/2020	Assessment review date:	
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This risk assessment will be frequently reviewed going forward, as the government advice and local staffing levels change.

Coronavirus effects within Early Years settings, following government guidance to gradually reopen from September onwards

The information in the Coronavirus Risk Assessment links with information provided in the government document Coronavirus (COVID-19) Implementing Protective Measures in Education and Childcare Settings.



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No.	Hazard / Risk	People at risk	Measures to manage the risks effectively Additional control measures required	Additional control measures / comments
1	Contamination / spread of coronavirus (surfaces)	Staff, children, contractors, visitors	<ul style="list-style-type: none"> • Additional cleaning provided of hand-contact surfaces within the setting, such as doors, chairs, tables, sinks, toilets, light switches, gates, external railings etc • Touch points cleaned and logged at three points of the day • Harder to clean items removed and the majority of soft furnishings, soft toys and toys that are harder to clean removed from the setting. Where these remain they will be subject to regular cleaning and disinfection. • More frequent cleaning of toys and resources where possible and cleaned between groups. • Sharing of resources and other equipment between children reduced where possible. • Additional lidded bins provided, and all bins emptied frequently. • Doors propped open to reduce the need for direct contact, where 	<p>See Public Health Cleaning guideline poster</p> <p>Further guidance can be found on the link below from Public Health England:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>



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			<ul style="list-style-type: none"> • possible (e.g. where not a fire door and not needed for safeguarding reasons) • Discussions had with cleaning to ensure effective cleaning schedule in place that is compatible with changes made, increase in stock demand etc. COSHH assessments are reviewed where required e.g. change in product. • Incident forms will now be recorded via Tapestry. The sign in and out method procedure will remain the same. Antibacterial gel will be available for parents and carers. 	
2	Contamination / spread of Covid-19 (person to person)	Staff, children	<ul style="list-style-type: none"> • Good personal hygiene promoted: • Cough/sneeze into tissue or elbow and 'catch it, bin it, kill it' message promoted. • Regular handwashing for at least 20 seconds, especially after coughing/ sneezing , on arrival to site, before eating • Children encouraged not to touch their mouth, nose and eyes • Support provided to children who may struggle to wash hands independently e.g. very young children or those with special educational needs. 	PPE – Government advice is that PPE is not required or general use for general use in early years settings to protect against COVID-19 transmission.



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			<ul style="list-style-type: none"> • Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe. Use of games, songs and repetition to reinforce good personal hygiene. • Sufficient handwashing facilities available. In areas where there isn't a sink within the immediate vicinity, hand sanitiser is provided, Staff / children reminded it should be used in addition to regular hand washing wherever possible. • Clearly labelled washing facilities identified. Staff member always in attendance in bathrooms when children accessing these facilities. • Parents/carers are asked to drop off if any members of the family have COVID-19 symptoms, if the answer is yes, child should be taken home. Child cannot return until a negative test result has been confirmed for family member or current isolation guidelines have been followed. • Each child's temperature taken and logged at the beginning of each sessions upon arrival using a non 	



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			<ul style="list-style-type: none"> • Contact thermometer. • Children taken by staff member to wash their hands on arrival at the setting. • Staff will wear PPE in line with normal setting practices when supporting intimate care of children. • Staff will wear uniform provided and ensure this is clean daily and that personal hygiene practices are implemented daily e.g. washing clothes, shower. • Where possible 1 metre distance maintained between adults at all times, including breaks. • Setting to be kept well ventilated e.g. open windows where possible. Doors propped open where possible to aid ventilation (only where not a fire door or needed for safeguarding /security reasons) • Individual named water bottles will be brought into the setting from home by children and returned home at the end of each day. 	



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			<ul style="list-style-type: none"> • Limited belongings, bag, coat, hat etc will be actively encouraged and children's personal belongings where possible, will stay at the setting for the duration of the week irrespective of sessions attending. • Parents will need to provide spare clothes in a clearly labelled carrier bag. • Any items require laundering will be washed daily in line with infection control guidance. • Medication will be accepted into the setting in its own individual container then placed into another storage container to limit cross contamination. • The setting will have a fridge to store milk, water and snack/food items to limit cross contamination. 	
3	Social distancing measures – during the day	Staff, children	<ul style="list-style-type: none"> • Staff to child ratios within Lilliput Pre-School will remain in accordance with the Early Years Foundation Stage (EYFS) 	



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			<ul style="list-style-type: none"> • Tables and chairs will be spread out as much as possible within rooms. Unnecessary items will be removed and stored away. • Rooms have been deep cleaned and repositioned to enable social distancing. • Opportunities for outdoor learning / play utilised wherever possible. 	
4	Social distancing measures	Staff, children	<ul style="list-style-type: none"> • Snack / lunch routines reviewed to reduce the risk of contamination. • Larger tables, small groups, No use of snack cards and additional cleaning. 	
5	Social distancing measures – drop of and collection time	Staff, children, parents / carers	<ul style="list-style-type: none"> • Pick up and drop off time reviewed • Parents / carers advised to keep 1 metre distance apart from people outside their household when collecting/ dropping off children. • One way system in place. Sanitiser available at entry and exit point 	



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			<ul style="list-style-type: none"> Locations of where children are dropped off/ collected from will be sign posted accordingly. Staff to collect and return children to parents to minimise number of adults coming into the setting. Parents encouraged to come alone, rather than with partners/ other children where possible. 	
6	Clinically vulnerable children	Children	<ul style="list-style-type: none"> Children and parents of children in the 'clinical vulnerable' groups advised to follow medical advice. 	
7	Clinically vulnerable staff members or those with other risk factors	Staff	<ul style="list-style-type: none"> Staff in the 'clinically extremely vulnerable' group are advised to follow government advice. 	
8	Individuals living in a household with a 'clinically extremely vulnerable' individual	The 'clinically extremely vulnerable' person	<ul style="list-style-type: none"> Staff or children who live with an individual in the 'clinically extremely vulnerable' group should follow the current government advice 	
9	Covid -19 infection symptomatic individuals	Staff, children	<ul style="list-style-type: none"> Individuals displaying any of the symptoms of Covid-19 (new continuous cough, high temperature, or a loss or change in normal sense of taste or smell) advised to stay at home, get a test and self-isolate following the latest 	<p>Refer to Public Health England on the latest isolation times and cleaning requirements.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>



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			<ul style="list-style-type: none"> • Government guidance. Staff and parents will be frequently reminded of this. • Staff members displaying any Covid-19 symptoms will have access to testing, if they test negative, they will be able to return to work. • If the staff members test positive, they will need to self-isolate for 14 days. Should other cases in the setting be detected, then Public Health England's local health protection team will investigate/ advise accordingly. • If an employee or child develops Covid-19 symptoms whilst at the setting, they are sent home and advised to stay at home to self-isolate and to seek a test. • Whilst awaiting collection, the child is isolated, in a separate room with closed door and a member of staff will assist maintaining social distance and wearing a mask. If an emergency arises whilst they are waiting collection, e.g. they are seriously ill/ injured, staff to call emergency services 999. 	



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			<ul style="list-style-type: none"> • The area where symptom child was isolated, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e double bagged and stored securely for 72 hours before disposing of in line with the normal waste collection from site. • The person responsible for cleaning the area should wear appropriate PPE. 	
10	Travel to and from the setting	Staff, children, parents, members of public	<ul style="list-style-type: none"> • Parents, staff and children encouraged to walk or cycle where possible. • If this is not possible, use of own transport is preferable to public transport. • Lift sharing is actively discouraged by individuals not within the same household. 	Additional advice for parents, staff and young people can be found in government guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
11	First Aid cover due to staff illness / isolation	Staff, children, contractors	<ul style="list-style-type: none"> • First aid cover is continually monitored to ensure adequate cover. 	Call NHS 111 for additional clinical advice or help in a non-emergency situation



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10	Travel to and from the setting	Staff, children, parents, members of public	<ul style="list-style-type: none"> • Parents, staff and children encouraged to walk or cycle where possible. • If this is not possible, use of own transport is preferable to public transport. • Lift sharing is actively discouraged by individuals not within the same household. 	Additional advice for parents, staff and young people can be found in government guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
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			<ul style="list-style-type: none"> • Activities that increase the likelihood of an injury are to be reduced where necessary. 	<p>EYFS coronavirus disapplication's in relation to first aid requirements</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>
12	Non-essential meetings	Staff, contractors, visitors	<ul style="list-style-type: none"> • Non-essential group gatherings avoided – alternative communication methods utilised where possible e.g. video calls. • Where face-to-face meetings are essential, then extra space (1 metre distance where possible) maintained between individuals. 	
13	Visitors coming into the setting	Visitors / parents	<ul style="list-style-type: none"> • Where possible face to face meetings are discouraged and if they do occur, at least 1 metres distance maintained whenever possible. • Alternative communication e.g. letters home, emails, telephone etc encouraged. • Contact details and emergency contact details (telephone numbers / email addresses) have been updated to avoid unnecessary communication 	



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			<ul style="list-style-type: none"> Difficulties. Posters displayed at the front door informing of current government guidance and any practice changes to service delivery. 	
14	Parents and visitors coming into the setting	Parents, staff, children	<ul style="list-style-type: none"> Parents and carers will not be permitted to enter the setting unless emergency procedures Parents and carers will be encouraged to leave children at the door with a member of staff Visits from prospective families will not be permitted within the setting during operational hours. Virtual tours will be offered to prospective parents and if a visit is necessary, social distancing will be adhered to. 	
15	Outings	Staff, children	<ul style="list-style-type: none"> Off-site trips will not currently take place, until such time when government guidance on social distancing measures is lifted, and when adequate supervision levels both on the trip and back at setting can be maintained. 	



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16	Statutory building compliance testing and site maintenance	Staff, contractors, children	<ul style="list-style-type: none"> • Where essential maintenance is required, this should be done outside of setting opening hours. • Existing risk assessments and health and safety checklists are maintained. 	
17	Fire Safety	Anyone on site	<ul style="list-style-type: none"> • All staff briefed on their role e.g. how to sweep the immediate area and get children out. Any areas not swept reported to the fire safety co-ordinator once outside. • Any repositioning of furniture etc to be done in a way so not to obstruct exit routes. • Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume. • Staff reminded to let sanitiser fully evaporate / dry before continuing to work and particular care taken involved in tasks involving naked 	



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			<ul style="list-style-type: none"> • Flames e.g. cooking on gas hobs – wash hands rather than using hand sanitiser before such activities. 	
18	As the situation changes	Staff, parents children	<ul style="list-style-type: none"> • Make sure the Department of Education Coronavirus helpline is available to staff and parents, Telephone number is 0800 046 8687 • Children should be supported to understand the changes and challenges they may be encountering as a result of Covid – 19 and staff will need to ensure they are aware of children’s attachments and their need for emotional support at this time. • Staff and parents given support and resources to promote good mental health and wellbeing. E.g. https://www.nhs.uk/oneyou/every-mind-matters/ • All employees briefed and kept up-to-date on procedures and given opportunity to raise concerns / make suggestions. 	<p>Risk assessments will need to be kept under review due to changing circumstances.</p> <p>Bucks Early Years Coronavirus information can be found here:</p> <p>https://earlyyears.buckscc.gov.uk/</p>
19	Out of ours use	Children, staff	<ul style="list-style-type: none"> • Any non-essential activities to remain ceased until government guidelines say otherwise. 	



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20	External deliveries	Staff	<ul style="list-style-type: none"> • Unnecessary contact avoided and 1 metre distancing wherever possible. Safe delivery point arranged. • Hand washing after handling collections. 	
21	Reduced staff numbers on site due to isolation/ working from home/ having to supervise smaller groups than normal	Staff, children	<ul style="list-style-type: none"> • When reviewing numbers/ which groups of children can return, careful consideration has been given to staff numbers and minimum safe supervision levels are being maintained. • Activities have been reviewed and they are only taking place where minimum safe supervision ratios can be maintained. • Roles of staff are reviewed/ monitored going forward, to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin • Additional instruction/ information/ training given where needed to those covering changes to roles. 	



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22	Children with existing education, health and care (EHC) plans/ individual risk assessments	Pupils	<ul style="list-style-type: none"> • Education, health and care (EHC) plans and individual risk assessments for children are reviewed to determine the best place for the child, whether it be home or school. Associated discussions should include the parent/ carer, key person, local authority staff, social workers where applicable. • If different staff or children are present, then staff familiarise themselves with any allergies of individuals. • Where close personal care is needed, this is done following the EHC plan and the standard infection control precautions required for the task. Arrangements for obtaining/ maintaining PPE stocks for these instances put in place. 	<p>Risk assessments will need to be kept under review due to changing circumstances.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>

