

The Children's Workshop

COVID-19 Implementing Protective Measures – RISK ASSESSMENT

January 202 Written in line with recent guidance .

1https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education_and_childcare_settings_-_national_lockdown_from_5_January_2021_.pdf

Who is at Risk	Hazards	Control Measures	Risk Rating			Notes
			Low	Medium	High	
Children	Attendance	<ul style="list-style-type: none"> Only children who are symptom free or have completed the required isolation period can attend the setting. We may take the temperatures of children on arrival Daily registers taken Ensuring children, staff and other adults do not come into the setting if they have COVID19 symptoms or have tested positive in the last 10 days and ensuring anyone developing those symptoms during the day is sent home. If they have tested positive whilst not experiencing any symptoms, but develop symptoms during the isolation period they should restart the 10 day isolation period from the day they develop symptoms. If anyone in their household test positive, the child will self isolate with the family for 10 days. vulnerable children and children with SEND will have an individual risk assessment 				<p>We cannot accept dual Setting attendance as this would negate/compromise our own strict precautions</p> <p>Extremely vulnerable children should not attend and should continue to shield as per government advice.</p>
	Physical distancing/ grouping	<ul style="list-style-type: none"> Children will be organised into two groups within the settings of Blues and Red group. Wherever possible these groups will not mix during the day Care routines including provision of snack/lunch and toileting will be within the space allocated to each group The use of communal internal spaces will be restricted as much as possible Outdoor spaces will be used by only one group during session Staggered drop-off and collection times will be implemented parents should ensure lunch boxes are cleaned daily with antibac spray 				<p>Activities set around the outside/corners of room to encourage distancing</p> <p>No Large group carpet time Small group time, encourage children to sit apart</p> <p>Outside play for longer periods</p> <p>8.55/9.15am drop off Red 1.15-1.30pm collection Red</p>

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					<p>Blues pick up- 12.15pm</p> <ul style="list-style-type: none"> • Or 1.05- 1.15pm <p>• Avoid large numbers of parents on the premises at any one time. Stagger drop off and pick up times.</p> <p>Sunscreen to be applied by parents prior to drop-off.</p>
	Wellbeing and education	<ul style="list-style-type: none"> • Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including: • regular hand washing for 20 seconds with running water and soap or alcohol hand sanitizer ensuring that all parts of the hands are covered • sneezing into a tissue which is then binned • Children will 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 the children's attachment and their need for emotional support at this time • Staff will endeavour to deliver the learning and developmental requirements of the EYFS as far as possible 			<p>Hand Dryer to be switched off. Paper towels to be used.</p> <p>70% Alcohol Liquid Hand Run sanitizer/soap to be used</p> <p>Children to attend in fresh, clean clothes daily.</p> <p>Individual play dough pots and writing equipment for each child. Messy play activities limited and disposed of after use. Eg pasta, rice etc.</p>
Staff	Attendance	<ul style="list-style-type: none"> • Staff should only attend pre-school if they are symptom free, have completed the required isolation period or have achieved a negative test result • We will consider taking the temperature of staff on arrival • 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 • Staff will have a good understanding of the system of controls put in place to minimise risk. • Separate signing in books to be introduced 			<p>Staff clothes/uniform to be washed daily.</p> <p>Staff can choose to wear visors and masks</p> <p>Visors' to be named to avoid cross contamination.</p> <p>Staff are responsible for</p>

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		<ul style="list-style-type: none"> • PPE to be worn if needed. • Office is not to be used by more than one member of the Senior Management team and will be cleaned after use. • Staff to not enter the other group's room unless there is an emergency situation. • Staff to avoid coming to the office unless absolutely necessary. 			<p>own visors and they will need to be thoroughly disinfected after use. Mask should be washed daily if reusable or disposed of safely if not</p> <p>Staff not to leave premises during session</p> <p>Staff to be bare below elbow. Only jewellery to be wedding band.</p> <p>Hair tied back.</p> <p>Aprons/tabards to be worn.</p>
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Wherever possible staff should remain with the small group of children who they are allocated to and not come into contact with other groups • Emergency revisions of the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this easier • Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to breaks where possible • Staff members should avoid physical contact with each other including handshakes, hugs, etc and remain socially distanced at all times • The building will be well ventilated with doors and windows open to allow fresh air into the building. • A balance of good ventilation and a comfortable temperature of not less than 16 degrees to be maintained. See H and s guidance on ventilation • For individual and very frequently used equipment such as pens, it is recommended that staff have their own items • 			<p>Staggered breaks to be introduced. Staff must not have Coffee breaks together.</p> <ul style="list-style-type: none"> • Screen to be kept down in kitchen • Separate Kitchens to be used <p>No large group music sessions. Singing to be kept to a minimum.</p> <p>Staff to stay in their group area and avoid entering other group rooms or office.</p> <p>Staff have own pens Ipad Rotas to be used and I pads thoroughly disinfected between use.</p>

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						Staff to maintain socially distanced at 2 metres apart
	Training	<ul style="list-style-type: none"> All staff members should receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating 				
Parents	Physical distancing	<ul style="list-style-type: none"> Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect a child We will aim to limit drop off and pick up to one parent per family and stagger times drop off and collection times Arrange to drop off and pick up at both pre-school entrances to avoid parents entering the pre-school unnecessarily When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area Parents to not enter 'classrooms' Consider allowing a parent to enter the pre-school for the purpose of settling in sessions if not doing so would cause a child distress. We should consider measures to minimise contact between the parent and other children and staff members Parents should ensure lunch boxes are cleaned daily with antibac spray 				<p>2 x Double sided 'Please Queue Here' signs have been purchased and will be used to indicate the two entrances</p> <p>If parents have to enter the classroom to settle a distressed child social distancing will be adhered to at all times. Parents will be asked to wear a mask if in the building</p>
	Communications	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves 				Risk Assessments available to parents and on website
Visitors	Visits	<ul style="list-style-type: none"> Attendance to the setting should be restricted to children and staff as far as practically possible and visitors will not be permitted to the setting unless essential (e.g. essential building maintenance). Where essential visits are required these visits should be made outside of the usual pre-school operational hours where possible. Professionals such as Speech and Language therapists and Social Workers will be allowed into the premises and will wear PPE 				<p>Visitors will wash hands on arrival, wear masks and visors and remain socially distanced.</p> <p>Contact details will be</p>

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						obtained for track and Trace purposes from ALL visitors.
Children/Staff/ Parents	Travel associated with setting operations	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to pre-school alone, using their own transport If public transport is necessary, current guidance on the use of public transport must be followed Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises Outings from the setting into the local community should be restricted and should not include mixing with members of the general public 				
Children/Staff/ Parents	Hand washing	<ul style="list-style-type: none"> All children and staff must use hand gel upon arrival at the setting Children and staff members should be encouraged to wash their hands frequently as per Government guidelines Staff must wash their hands when helping a child with their lunch All children and staff to wash their hands before and after eating. 				Hand Dryer to be switched off. Paper towels to be used. 70% Alcohol Liquid Hand Run sanitizer/soap to be used
	Cleaning	<ul style="list-style-type: none"> An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment using detergents and bleach. Cleaned resources/items will be kept separate from items in use or those waiting to be cleaned. Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly 				Hospital grade Suma Bac D10 Concentrated Detergent Disinfectant will be used to clean environment
	Waste disposal	<ul style="list-style-type: none"> All waste must be disposed of in a hygienic and safe manner Tissues must be immediately disposed of 				New bins to be provided for each room. Disposable masks to be disposed of safely.
	Laundry	<ul style="list-style-type: none"> All items within the setting requiring laundering must be washed in line with NHS laundry guidelines Items such as towels must not be shared by children and washed daily. 				Daily tea-towel washing - rota
	Risk assessment	<ul style="list-style-type: none"> All activities should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning 				All equipment and resources will be risk assessed for virus spread

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		experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils				risk and either removed, adapted or made for individual use.
	PPE	<ul style="list-style-type: none"> Government guidance is that PPE is not required for general use in early year's settings to protect against COVID-19 transmission. PPE should continue to be worn as normal for toileting and the administering of first aid. 				3ply disposable masks, Disposable Nitrile Gloves and Disposable Aprons and visors will be available for staff.
Children/Staff/Parents	Building	<ul style="list-style-type: none"> Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks will be conducted prior to reopening including legionnaires checks Keep windows open where possible to ensure ventilation 				Building to be cleaned prior to opening
	Resources	<ul style="list-style-type: none"> Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival All resources required for play and learning experiences of children should be regularly washed and/or sterilised and not shared between Key Groups Equipment used by staff such as stationary, tablets, computers, tables etc. should be cleaned before being used by another member of staff 				<p>Resources to be let in rooms overnight – not packed away.</p> <p>All equipment and resources will be risk assessed for virus spread risk and either removed, adapted or made for individual use.</p>
Staff/Children	Procurement and monitoring	<ul style="list-style-type: none"> The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of shortage of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to other pre-school washing Procedures must be implemented to ensure that appropriate food is sourced and normal food safety and hygiene processes are followed. Deliveries to be left outside Blue Doors 				<p>Masks, Gloves, Aprons, Infra-red thermometers, hand sanitizers, disinfectant/detergent and disposable cleaning cloths, bin bags and bins have been purchased</p> <p>A Senior Assistant will be responsible for monitoring PPE supplies</p> <p>Staff are responsible for the safe disposal of PPE and disinfecting personal visors</p>

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Children/Staff/ Parents		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance • Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation • The staff member responsible for the child during this time should be a staff member from their group. PPE will be available for this staff member. • The area should be thoroughly cleaned • The person responsible for cleaning the area should wear appropriate PPE • 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 NHS guidance. • Public Health England advice will be followed. • Engage with the NHS Test and Trace • OFSTED will be notified. 			<p>Parents, carers and staff need to engage in the NHS Test and Trace process</p> <p>Be able to provide details of anyone they have been in close contact with if they test positive or if asked by NHS Test and Trace.</p> <p>Self Isolate if they have been in close contact with anyone who has tested positive.</p> <p>Parents will inform the setting of any Covid Test results.</p>