

Coronavirus (COVID 19) Risk Assessment		
Establishment: Roundabout pre-School	Assessment by: Adele Laycock	Date: July 2020
Review date: September 2020	Red- High Yellow - medium risk Green- little or no risk	

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> • Social distancing to be adhered to all times. • Parents to drop and pick up the children in front of the building. Parents are to demonstrate social distancing at all times. A member of staff will be at the front door to welcome children and take the register. Bags and lunchboxes to be put on to the trolley which will be situated outside of the building. • Only children who are symptom free or have completed the required isolation period attend the setting. • On arrival at pre-school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID 19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until after a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed. • No toys, or comforters to be brought in from home. • Children to enter the setting and staff to take them to wash hands thoroughly on arrival at the setting, as well as after using the bathroom and before and after eating. 	<ul style="list-style-type: none"> • PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING. • Families will not stick to social distancing • Families may not be truthful about household health. • Only 1 adult per family to drop off/collect. • Staff will not challenge families about health • Hands will not be washed thoroughly. • Children will touch face, hands, mouth • Non-essential travel and social interaction guidelines not followed by staff and families • Families not telling us children have had medication • Enough staff to ensure children can adapt easier to routine changes

		<ul style="list-style-type: none"> • Encourage children to avoid touching their face, eyes, nose and mouth. • All children coming in to the setting should avoid all non-essential public transport travel, and outside of the setting hours, follow national guidelines for social interaction. • Any child who has taken any form of paracetamol or ibuprofen will not be allowed in preschool until 48hours after symptoms have ended. • Children taking time to settle after prolonged break and change in routine. • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • At drop off and pick up to <u>1 adult per family</u>. • Consider allowing parents to enter pre-School for the purpose of settling in sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and children and staff members. 	
	Physical distancing/grouping	<ul style="list-style-type: none"> • Care routines including provision of snacks and lunch should be within the allocated eating area. • Outdoor spaces should be use as much as possible through out the day. 	<ul style="list-style-type: none"> • Daily trips over to the park wearing hi-vis vests
	Playing and learning	<ul style="list-style-type: none"> • Implement social distancing where possible: <ol style="list-style-type: none"> 1. Parents to leave the site promptly after dropping off children • Minimise the resources available to those that can be cleaned effectively • Ensure children wash hands regularly, throughout the day, as well as before eating, after using the bathroom, after coughing or sneezing. 	<p>Social distancing is virtually impossible with early years children.</p> <p>Parents will gather in social groups outside premises</p>

	Children's wellbeing and education	<ul style="list-style-type: none"> • Children will be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into a tissue. • Children should be supported to understand the changes and challenges that may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time. 	<ul style="list-style-type: none"> • Staff awareness of children's needs and abilities • Staff awareness of children needing more reassurance • Follow current guidance on changes to EYFS, relevant to Covid-19 response.
	Toileting and cleaning up of accidents	<ul style="list-style-type: none"> • Children should be supported to do as much as they can for themselves as possible. • Limit the number of children using sinks. • Children should not attend if unwell • If an accident happens whilst it is being dealt with, no one else should be in the bathroom • Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	<ul style="list-style-type: none"> • Children struggle to wait their turn. • Children use to free flow with toilets, they may try to help others. • Not being cleaned properly • Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in the bathroom.
	If a child start displaying symptoms	<ul style="list-style-type: none"> • If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. • A child awaiting collection should be moved, if possible an appropriate area with a member of staff (this will be outside). If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being use by anyone else. • If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. 	

		If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access).	
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the Pre-School if they are symptom free, have completed the required isolation period or achieved a negative test result. • Risk assessing with regular health questionnaires for returning staff • Whenever possible and outside of settings hours, staff should minimise social interactions, as per national guidelines. • Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. 	<ul style="list-style-type: none"> • Staff to be vigilant on health and stay away if unwell. • Current government guidelines must be followed • Practitioners to receive a copy of Covid-19 policy and procedure and risk assessments. A copy will be retained at pre-School signed by all staff to say that they have received and read a copy
Snack, lunches and food prep		<ul style="list-style-type: none"> • Only six children per table for eating, tables to spread out ensuring a good distance between each table. • Staff and children MUST wash hands before eating • Staff and children MUST wash hands after eating • Adults responsible for ensuring every lunchbox is wiped down prior to entering the building 	<ul style="list-style-type: none"> • Regular hand washing before eating • Regular hand washing after eating • Children and staff to put their own rubbish in the bin • If children are very messy staff to wear PPE to clean
Workforce and parents	Physical distancing/grouping	<ul style="list-style-type: none"> • Staff members should avoid physical contact with each other including handshakes, hugs etc. 	
	Training	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction and training on infection control. 	Staff have completed online training for infection control and Covid-19
	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 their child • Aim to limit drop off and pick up to 1 parent per family. Parents are to leave promptly and move away from the 	<ul style="list-style-type: none"> • Parents not following social distancing guidelines will be asked to leave immediately. • Allowing parents to enter premises can put staff and children at risk

		<p>pre-School boundaries whilst maintaining social distancing guidelines.</p> <ul style="list-style-type: none"> Consider allowing parents into the building for the purpose of settling in sessions if not would cause a child distress. All measures should be taken to minimise contact between parents and their children and staff members. 	
Parents, committee and visitors	Communication	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. Committee to clearly and promptly keep all staff informed of changes and details of wages etc 	<ul style="list-style-type: none"> Policies available on Roundabout Pre-Schools website All families to sign and return their declaration form
	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 should not be permitted to the Pre-School unless essential Where essential visits are required these will be done outside of the usual Pre-School hours where possible. New family show arrounds will be done virtually or outside of hours 	<ul style="list-style-type: none"> Produce virtual tour to go on to website Unannounced visits not to be permitted Visitors by appointment only Committee and staff to engage with virtual conferencing
PPE	Both workforce and children	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE will only be needed in a small number of cases including: Children, who require intimate care If a child becomes unwell with symptoms of coronavirus whilst in the setting and needs direct personal care until they can return home. If you are unable to social distance from the child you must wear a face shield, plastic glove sand a disposable apron and a face mask to be worn by the supervising adult. 	<ul style="list-style-type: none"> Disposable gloves, apron and fluid resistant mask as well as eye protection to be available for staff to use appropriately All PPE, personal and Pre-school, should be use according to current guidelines. The toughing of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.

Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> • Clean AND disinfect frequently touched surfaces throughout the day • This includes tables, chairs, resources, equipment, door handles, light switches, countertops, handles, toilets, taps, sinks. And all other surfaces • Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. • Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection use while cleaning. 	<ul style="list-style-type: none"> • Cleaning not completed thoroughly • Cleaning supplies not available • Cleaning implemented before closure to be continued • Soft toys and furnishings to be removed from setting where possible
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> • Regularly clean electronics such as touch screen, keyboards, telephones and laptops throughout the day 	
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until result has been returned. • The individual tests negative; waste can then be put in with the normal waste • The individual tests positive or results are not known; then store it for at least 72 hours and put it in with the normal waste 	
Reviewed by:	Comments:		
Adele Laycock Manager	To be reviewed on a weekly basis		