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| Description of event/location Burghclere pre school | | | | | | |
| Description of property | Assessment carried out by: | Hayley Lynch | Assessment date: | 29/9/2020 | Review date: | 31/10/2020 |
| Assessment carried out by: |  | Assessment date: |  | Review date: |  |
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This risk assessment will be frequently and dynamically 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 June onwards. The information in the Coronavirus Risk Assessment links with the information provided in the government document Coronavirus (COVID-19) Implementing Protective Measures in Education and Childcare Settings.

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| No | Hazzard | 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 Virus spread in water droplets that are expelled from the body through sneezing, coughing, talking and breathing. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. | Additional cleaning provided of hand-contact surfaces within the setting, such as doors, chairs, tables, bannisters, sinks, toilets, light switches, gates, external railings etc.  Touch points cleaned 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.  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 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. Sign in and out methods and signing accident forms. A table will be used at each pick up point with clearly laid out forms for signatures (when in main hall). Antibacterial gel will be available for parents and carers. | See Public Health Cleaning guideline poster:  [C:\Users\My Laptop\Documents\HPS-coronavirus-advice-poster-for-education-settin.pdf](file:///C:\Users\My%20Laptop\Documents\HPS-coronavirus-advice-poster-for-education-settin.pdf)  Further guidance can be found on the link below from Public Health England:  https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings |

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| 2 | Contamination / spread of Coronavirus (person to person) | Staff/children | Good personal hygiene promoted:  1. cough/sneeze into tissue or elbow and ‘catch it, bin it, kill it’ message promoted.  2. 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  3. Support provided to children who may struggle to wash hands independently e.g. very young children or those with special educational needs.  4. Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe.  5. Use of games, songs and repetition to reinforce good personal hygiene. Sufficient handwashing facilities are available.  6. 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.  7. Clearly labelled washing facilities identified.  8. Staff member always in attendance in bathrooms when children accessing these facilities.  9. Each child’s temperature taken and logged each morning at the beginning of the session upon arrival using an ear thermometer. Then re taken just before lunch.  10. Children taken by staff member to sanitize their hands on arrival at the setting  11. Staff will wear PPE in line with normal setting practices when supporting intimate care of children.  12. Staff will wear uniform provided and ensure this is clean and that personal hygiene practices are implemented daily e.g. washing clothes, shower.  13. Where possible, 2 metre distance maintained between adults at all times, including breaks  14. Setting to be kept well ventilated e.g. open windows where possible. Doors propped open where possible to aide ventilation (only where not a fire door or needed for safeguarding/security reasons).  15. Individual named water bottles will be brought into the setting from home by children and returned home at the end of each day.  16. Limited belongings, bag, coat, hat etc will be actively encouraged and children’s personal belongings will stay at pre school for the duration of the week irrespective of sessions attending. | PPE –Government advice is that PPE is not required or general use in early year’s settings to protect against COVID-19 transmission. |

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|  |  |  | 17. Spare clothes can be provided by pre-school.  18. Any items require laundering will be washed daily in line with infection control guidance.  19. Medication will be accepted into the setting in its own individual container then placed into another storage container to limit cross contamination.  20. We 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 | Staff to child ratios will remain in accordance with Early Years Foundation Stage(EYFS)  Tables and chairs will be spread out as much as possible within the room.  Unnecessary items from room are removed and stored away.  Groups of children will use the same space where possible throughout the day.  Opportunities for outdoor learning/ play utilised wherever possible |  |
| 4 | Social distancing | Staff/Children | Routines reviewed, to reduce the volume of children moving around the setting.  Use of shared offices, staff rooms etc reviewed to ensure occupancy limited wherever possible.  Outdoor activities reviewed.  Outside play equipment only used where it can be cleaned regularly. |  |

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| 5 | Social distancing measures –drop off and collection time | Staff, children,  Parents/ carers | Pick up and drop off time.  Parents/ carers advised to keep 2 metres distance apart from people outside their household when collecting/ dropping off children.  Locations of where children are dropped off/ collected from will be specific to ensure that social distancing is kept too.  Staff to collect and return children to parents to minimise number of adults coming into the setting. No parent/carer will be allowed over the threshold of the pre-school area i.e. playground, hall.  Parents encouraged to come alone, rather than with partners/ other children where possible. |  |
| 6 | Clinically vulnerable children | Children | Parents of children in the ‘clinically extremely vulnerable’ group have been advised to follow the government advice.  Parents of children in the ‘clinically vulnerable’ group are advised to follow medical advice. |  |
| 7 | Clinically vulnerable staff members or those with other risk factors | Staff | Staff in the ‘clinically extremely vulnerable’ group are advised to follow the government advice. Other staff with personal risk factors such as ethnicity, age, obesity and existing health conditions to be considered on a case-by-case basis. |  |

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| 8 | Individuals living in a household with a ‘clinically extremely vulnerable’ individual | The ‘clinically extremely vulnerable’ person | Staff or children who live with an individual in the ‘clinical extremely vulnerable’ group should decide if they should be in an Early Years setting as stringent social distancing cannot be adhered to, due to the age of the children. |  |
| 9 | Covid-19 infection-symptomatic individuals | Staff/ Children | 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 following the latest government guidance.  Staff and parents will be frequently reminded of this.  Staff members displaying any Covid -19 symptoms will have to have a test, if they test negative, they are able to return to work.  If the staff member tests positive, the rest of the children and adults in the setting will be sent home to self-isolate.  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 and self-isolate and staff to seek a test.  Whilst awaiting collection, the child is isolated, in a separate room with closed door and staff maintain a 2 metre distance.  If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, staff to call emergency services 999.  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 normal waste collection from site and self-isolate.  The person responsible for cleaning the area should wear appropriate PPE | Refer to Public Health England on the latest isolation times and cleaning  requirementshttps://www.gov.uk/government/  publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings |

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| 10 | Travel to and from the setting | Staff, children, parents, members of public | 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 guide:https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers |

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| 11 | First Aid Cover due to staff illness / isolation | Staff/children  contactors | First aid cover is continually monitored to ensure adequate cover.  Activities that increase the likelihood of an injury are to be reduced where necessary. | Call NHS 111 for additional clinical advice or help in a non-emergency situation (when 999 should be called).EYFS coronavirus disapplications in relation to first aid requirementshttps://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications |
| 12 | Non-essential meetings | Staff  Contractors  visitors | 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 (2 metres distance where possible) maintained between individuals. |  |

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| 13 | Visitors coming into setting | Staff/ visitors | Where possible face to face meetings are discouraged and if they do occur, at least 2 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 difficulties. |  |
| 14 | Parents and visitors coming into the setting | Parents/staff and children | Parents and carers will not be permitted to enter the setting unless emergency procedures.  Visits with parents maybe requested by the preschool should it be necessary for the child’s needs but strict social distancing must be taken.  Visits from prospective families will be permitted within the setting during operational hours. This is to ensure their child attends their settling in visits.  Arrangements can be made for adults to visit the setting out of hours and abiding by a no contact rule e.g. propping doors open. |  |

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| 15 | Outings |  | The Department for Education guidance states that: “Settings should maximise use of private outdoor space.  Early years providers may take small groups of children to outdoor public spaces, for example parks, provided that a risk assessment demonstrates that they can stay 2m away from other people at all times.  “This should be restricted to small groups and should be done in line with wider government guidelines on the number of people who can meet in outdoor public places. Providers should not take more than 10 children to public outdoor spaces at one time.”  The Department for Education has additionally confirmed to the Alliance that early years providers can take children to outdoor spaces in groups larger than six “as this reflects the exception to the Health Protection Coronavirus, Restrictions legislation [which] states that gatherings of more than 6 can take place for the purposes of early year childcare”.  The DfE additionally stated that: “Settings can take children outdoors provided they remain within the EYFS staff-child ratios, conduct a risk assessment (if applicable) in advance and remain socially distant (2m) from other people. They should ensure good hygiene throughout and thorough handwashing before and after the trip” and that: “Setting leaders will be best placed to understand the needs of their settings and communities, and to make informed judgments about how to balance delivering high quality care and education with the measures needed to manage risk.” |  |

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| 16 | Statutory building compliance testing and Site Maintenance | Staff/contractors  children | 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 | 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 done in a way so as 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 work  New emergency evacuations and fire assembly points communicated effectively to staff to ensure new arrangements are adhered to so we remain socially distanced. |  |
| 18 | As the situation changes | Staff/children  Parents | 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 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. | Risk assessments will need to be kept under review due to changing circumstances |
| 19 | External deliveries | staff | Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged.  Hand washing after handling collections |  |
| 20 | Reduced staff numbers on site due to isolation/ working from home/ having to supervise smaller groups than normal | Staff/children | 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 tasks, building compliance/ caretaking duties. Additional instruction/ information/ training given where needed to those covering changes to roles. |  |

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| 21 | Children with existing education, health and care (EHC) plans/ individual risk assessments | Children | 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.  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. | Risk assessments will need to be kept under review due to changing circumstanceshttps://www.gov.uk/government/publications/  coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-peoplehttps://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 |

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