

Coronavirus (COVID-19) Risk assessment		
Establishment: New Millside Pre-school	Assessment by: Karen Barnes	Date: 7 <sup>th</sup> Sept 2020
Review Date: Sept 2021 or sooner if required due to updated guidance from the Government.	Approved by: Chairperson - Jane McGiff Karen Braithwaite	Update 22 <sup>nd</sup> Sept 2020 Update 3 <sup>rd</sup> November 2020 Update 11 <sup>th</sup> Jan 2021 Update 29 <sup>th</sup> January 2021



Focus	Area of consideration	Recommendation
Children/ Staff	Attendance/ arrival	<ul style="list-style-type: none"> <li>Parent/ Carers to drop and pick up the children from the main door. Parent/ Carers are not to enter the premises unless absolutely necessary for the child's wellbeing and must follow social distancing guidelines at all times. If a parent has to enter the building they must wear a mask. A member of staff will be at the main door to welcome children and take the register. The door should be opened by a staff member before opening time allowing children to enter as they arrive to discourage frequent use of the buzzer and to help prevent build up at the door. If buzzer is pressed by a parent it should be cleaned immediately afterwards. UPDATE : All staff who are at the door for drop off and pick up times must wear a mask. Staff member will take register of names in main room as children enter. Parent/ Carers must bring a mask with them at drop off and pick up times.</li> <li>Only children who are symptom free or if tested positive have completed the required isolation period of 10 days can attend the setting. On arrival at the preschool it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 including but not restricted to a high temperature, a persistent cough, loss or change to sense of taste or smell or if they have had symptoms which have required Calpol to be administered. If the answer is yes, they will not be allowed to leave their child at the setting. UPDATE: If a member of a child's or staff members family is feeling unwell with one of the three main signs of Covid-19 then the child or staff member who is not feeling unwell cannot attend the setting until a negative test result has been returned for the person displaying symptoms. <ul style="list-style-type: none"> <li>Staff and children's temperature will be taken on arrival at the setting and if temperature records as high they will be sent home and will be asked to book a test. If the result is positive they will have to isolate for the advised period, currently 10 days ( 38 Celsius or above is considered as high) If the result of the test is negative they may return to preschool as soon as they feel well. UPDATE: All children and staff must wash their hands on arrival, temperature will not be taken following guidance that this can be unreliable due to coming from outside to inside etc.</li> </ul> </li> <li>Coats should be removed before entering the building if possible and hung on individual named pegs.</li> </ul>

		<ul style="list-style-type: none"> <li>• Children and staff should wash their hands thoroughly on arrival at the setting before accessing any activities, when changing rooms or coming in from outdoor play and before and after eating. Frequent hand washing should be encouraged throughout the day and included in play activities e.g water tray and room sink filled with soap and water.</li> <li>• Children will be required to provide their own labelled snack pots with fruit for snack time and their own labelled drink bottles, named bags with change of clothes are to be placed on the trolley outside the setting on arrival. Children should continue to provide their own lunch in labelled lunch boxes also to be placed on the trolley on arrival. Lunch boxes must be removed from bags by parents and placed on the trolley. Children should bring in their snack pot and place it in their named drawer, water bottles will be kept in the kitchen and offered frequently throughout the day individually to children by staff.</li> <li>• Encourage children to use tissues independently to wipe their nose and to put the used tissue in lidded bin immediately. They must then be supervised in washing their hands.</li> <li>• All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, parents must ensure they and their children follow national guidelines for social interaction and social distancing.</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Only one child will access the computer at a time.</li> <li>• Snack tables will be placed side by side longways to avoid children facing each other for long periods of time. Snack will take place at a set time and all children will have their own labelled snack pot to avoid cross contamination. Snack tables may be placed in both rooms to support distancing measures and reduce numbers sitting together.</li> <li>• Group time will be split into 2 groups using both rooms to allow for safe distancing to take place.</li> <li>• Story time will be split into 2 groups using both rooms.</li> <li>• Parents to follow social distancing guidelines as marked along the pathway while waiting for session to start, and to leave the site promptly after dropping or picking up their child. If parents must enter the office area they must wear a mask and observe social distancing guidelines.</li> <li>• Staff to observe social distancing guidelines with each other at work.</li> </ul>
	Play and Learning	<ul style="list-style-type: none"> <li>• Implement social distancing where possible: <ol style="list-style-type: none"> <li>1. Small groups for group activities and story time one group per area.</li> <li>2. Ask parents to leave the site promptly after dropping off children. Parents to observe social distancing guidelines while waiting for session to start.</li> </ol> </li> <li>• Minimise the resources available to those that can be cleaned effectively. Maximise use of soapy water play and play and learning in the outside area. Playdough to be supervised and each child to have their own 'lump' playdough to be thrown after each session, messy play activities to be individual supervised activity. Update: Playdough, paint brushes, crayons, pencils and any shared resources to be changed/ swapped after each session. Resources that are shared between groups, such as sports and art equipment should be cleaned frequently and meticulously and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.</li> <li>• No soft toys</li> </ul>

		<ul style="list-style-type: none"> <li>• Table top activities – tables should be well spaced and chairs placed to encourage children to sit at appropriate distances and with appropriate numbers to maintain safety.</li> <li>• The outdoor play activities should be restricted to ball games i.e. football, running games, limited number of scooters and bikes. Climbing frame, sand pit, large blocks, mud kitchen, to be cleaned thoroughly after each use. Limit resources for sand and mud kitchen so they can be easily identified and cleaned.</li> <li>• Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. Children should be encouraged and taught where possible to wipe their own noses.</li> <li>• Update: All physical activities e.g music and movement should take place preferably in the outside area, if this is not possible they should take place in the main room with the back door open and the gate in place. All windows should be open and children placed at a suitable distance from each other.</li> </ul>
	Wellbeing	<ul style="list-style-type: none"> <li>• Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>• 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.</li> </ul>
	If a child starts displaying symptoms.	<ul style="list-style-type: none"> <li>• If a child or staff member begins displaying symptoms including but not limited to a new dry continuous cough or a high temperature, they should be kept separate from the group until they can be collected by parents, staff members should be sent home. They must book a test as per Government guidelines and remain isolated until the test result is negative. Update: If a child or staff member begins displaying one of the main symptoms of Covid -19, a sudden dry continuous cough, a high temperature ( 38degrees or over ) or a loss or change to their sense of taste or smell they must be kept separate from the group and arrangements made for them to be collected by parent/ Carers, staff members should be sent home.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. Staff member staying with the child should wear a mask. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (staff toilet). The bathroom should be cleaned and disinfected using standard cleaning products before being used 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.</li> </ul> <p>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) Update call 119</p>
	Belongings from home	<ul style="list-style-type: none"> <li>• Children should not bring any items from home except for their coat, a bag with a change of clothes and nappies etc if necessary, a labelled snack and lunch pot and drink bottle. <ul style="list-style-type: none"> <li>• Staff should bring coat, personal flask, lunch and snack pot, bag. Coats and bag should be placed separately in the staff room immediately on arrival. Mobile phones must be placed in a named envelope in the staff room. Update :</li> </ul> </li> </ul>

		<p>Staff bags should be placed in plastic bags before being put in cabinet drawers, mobile phones should be placed in the plastic wallets in the office in named section. Staff must put in and takeout their own phone. Staff must use their own pens, clearly labelled. It is recommended that children limit the amount of personal belongings they bring into setting each day, to essentials such as lunch boxes, hats, coats, and books. Bags are allowed. Children and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to the child's welling being and development.</p>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff should only attend the Pre-school if they are symptom free, have completed the required isolation period or achieved a negative test result. If staff feel unwell with one of the symptoms of Covid-19 as per government guidance they must book a test immediately. If a member of their family feels unwell with one of the symptoms of Covid -19 they cannot attend work until the member who is feeling unwell has received a negative test result. If they have been in direct contact with a positive case of Covid-19 they must self isolate for 14 days even if they receive a negative result within the 14 days from point of contact.</li> <li>• 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.</li> <li>• All staff coming to the setting should avoid all non-essential public transport travel, whenever possible, and outside of setting hours should follow the government social distancing guidelines, including wearing a mask in enclosed spaces such as a shop.</li> </ul>
	Physical distancing/grouping/safety	<ul style="list-style-type: none"> <li>• Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. (Aim to work with ratio of 1:6)</li> <li>• Social distancing must be maintained during breaks and as much as is possible during session times between adults</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing.</li> <li>• Update : Hands must be sanitised before and after answering the setting phones, and before and after touching the register and staff communication book or any shared forms. Gloves must be worn when completing accident, incident or pre-existing forms, these forms must be put in an envelope from the office drawer before being given to parents.</li> <li>• Staff must wear masks if attending at the main door for drop off and pick up times. Update November 2020 – Staff must wear a mask in the corridor and office areas at all times and at the door to the main room and small room at drop off and pick up times if more than one member of staff is at the door.</li> <li>• Staff must keep their individual tablets and pens in their individual ' bum bags'.</li> <li>• Staff who are attending the setting will take part in Lateral Flow testing twice weekly on a Sunday and Wednesday. Staff will ensure they communicate their results in a timely manner so that in the event of a positive result parents can be informed that preschool will be closed and that their child will need to isolate while the staff member obtains confirmation of the positive result through the normal testing route. Parents will be informed by text message if we have a sudden closure of preschool due to a positive case of Covid – 19. We will continue to test staff using Lateral Flow tests as long as we have the facilities to do so and it is seen as a necessary precaution to reduce the risk of transmission. Parents will be informed by email that we have begun testing staff regularly using Lateral Flow Testing, parents will also be informed at the point that staff are no longer using Lateral Flow testing to identify asymptomatic cases.</li> </ul>

		<p>Staff must continue to follow National Guidelines for transmission and book a Covid -19 test in the normal manner if they feel unwell or display any Covid-19 symptoms.</p>
	Training	<ul style="list-style-type: none"> <li>All staff members must receive appropriate instruction and training in infection control and the standard operation procedure and risk assessments within which they will be operating.</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>Only parent/ Carers who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>Aim to limit drop off and pick up to 1 parent per family.</li> <li>Arrange drop off and pick up from the main door. Parent/ Carers are to demonstrate social distancing at all times. A member of staff will be at the main door to welcome children and take the register. Update: All staff who go to the main door at drop off and pick up times must wear a mask, Parent /Carers must have a mask with them at drop off and pick up times, if they must enter the office area to talk privately with staff or sign essential forms they must wear a mask and observe social distancing guidelines at all times.</li> <li>When parents are waiting to drop off or collect their child, physical distancing should be maintained along the pathway leading to preschool. Markings are placed to aid distancing. The main door should be opened by a member of staff prior to opening time to limit use of the buzzer and to limit parent numbers along the pathway.</li> <li>Only consider allowing parents to enter the Pre-school for the purpose of settling if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. Update : Parents will be directed to the outside play area to settle their children with the keyworker for short periods of time, before the other children access that area.</li> <li>Settings should not host any performances with an audience.</li> </ul>
	Communication	<ul style="list-style-type: none"> <li>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.</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>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 (e.g. essential building maintenance, essential visits by outside professionals for the purposes of safeguarding or EHCP reports where to not do so would be detrimental to the child's wellbeing and development. All safety measures should be put in place and no contact should be had with other children).</li> </ul> <p>Where essential visits are required these should be made outside of the usual Pre-school hours where ever possible taking into consideration the wellbeing of the child. All meetings where possible should be conducted online e.g via Zoom, Teams.</p> <p>Update: Visitors will be required to sign in using the preschool unique QPR code with the track and trace App, if they do not have the App they must sign in on the Track and Trace sheet. Parents may continue to settle new children and settings may take new admissions in line with current guidance. In-person visits from parents can take place if they are necessary. Visits will take place after hours and be limited to one family per visit. Settling, if necessary, will be carried out either in the outside area with the child's keyworker or if possible/ necessary in the smaller room in the setting. Parents and staff member must wear a mask and maintain social distancing of at least 2 metres at all times. Windows must be open to allow ventilation. Parents must have no contact with other children in the setting. New Millside will</p>

		<p>work with parents to ensure they still have visibility of the childcare environment during this time, including through the use of remote visits, pictures and phone calls.</p> <p>New Millside will not be accepting volunteers into setting to minimise risk during the Pandemic</p>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to the Pre-school alone, using their own transport.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed.</li> </ul>
Toys/resources		<ul style="list-style-type: none"> <li>• Minimise the resources available to those that can be cleaned effectively. Maximise use of soapy water play and play and learning in the outside area. Playdough and messy play activities should be supervised at all times and resources used on an individual basis where possible. Resources should be discarded after each use.</li> <li>• No soft toys</li> <li>• Table top activities – tables should be well spaced and chairs placed to encourage children to sit at appropriate distances and with appropriate numbers to maintain safety.</li> <li>• The outdoor play activities should be restricted to ball games i.e. football, running games, limited number of scooters and bikes. The climbing frame, sand pit, large blocks, mud kitchen must be cleaned after each use and resources kept to a minimum for the sand pit and mud kitchen to allow for easy identification and cleaning.</li> <li>• Update: Children’s drawings and paintings should be placed into their individual drawers when completed and should go home at the child’s next session.</li> </ul>
Food /Snacks		<ul style="list-style-type: none"> <li>• Children will be required to provide their own labelled snack pots with fruit for snack time and their own labelled drink bottles. If staying for an all day session children will need to bring their own lunch in a labelled lunch box and 2 labelled snack pots with fruit. Drink bottles will be refilled by staff.</li> <li>• At this time staff will give out individual cups and fill cups with water and milk at snack time and will monitor closely snack and lunch tables to avoid sharing of food and drink.</li> </ul>
PPE	Both Workforce and children	<ul style="list-style-type: none"> <li>• Government guidance at this time states that wearing a face covering or face mask in early years settings is not recommended. Face coverings are beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to early years settings. Early years settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</li> <li>• Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs. These should continue to receive their care in the same way, however a face mask should now be worn alongside disposable gloves and apron.</li> </ul>

		<ul style="list-style-type: none"> <li>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. In the case of an accident or injury to a child where there is a risk of contamination or transmission from bodily fluids, staff must wear gloves, apron, mask and face shield. The area the child has been in must be thoroughly cleaned and disinfected, and other children to be kept away from the area during treatment and cleaning.</li> <li>Update: Staff to wear masks if they are at the main door greeting parents/ carers at drop off and pick up times.</li> <li>Staff must wear a mask in corridors and office areas where social distancing is not possible</li> </ul>
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>Clean AND disinfect frequently touched surfaces throughout the day.</li> <li>This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>Wear disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>All resources used to be thoroughly cleaned between am and pm sessions.</li> </ul>
	Cleaning of electronics	<ul style="list-style-type: none"> <li>Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.</li> <li>Use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.</li> </ul>
	Cleaning of clothing, towels and soft furnishings	<ul style="list-style-type: none"> <li>Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Dirty laundry can be washed with other items. Clean and disinfect hampers according to guidance above for surfaces.</li> </ul>
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>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: <ol style="list-style-type: none"> <li>the individual tests negative; waste can then be put in with the normal waste</li> <li>the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ol> </li> </ul>
Breakfast Club		<ul style="list-style-type: none"> <li>Children from Broughton Infant School will be kept separate from the Preschool children. BIS children will use the small room and enter through the corridor so they do not come into contact with preschool children. They will use separate resources during Breakfast club and all resources are wiped clean before being put away</li> <li>Breakfast Club will not operate during tier 5 restrictions</li> </ul>
REVIEWS:		
REVIEWED BY: Karen Barnes 22/09/2020		COMMENTS:

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