

Coronavirus (COVID-19) Risk assessment		
Establishment: New Millside Pre-school	Assessment by: Karen Barnes, Natalie Raby-Osborn	Date of first copy: May 2020 Date of the latest copy: 29 th November 2021
Next Review Date: Sept 2022 or sooner if required due to updated guidance from the Government and/or recommendations from Buckinghamshire County Council.	Approved by: Chairperson – Jane McGiff May 20 – Nov 20 Karen Braithwaite Nov 20 – to date	Highlighted Latest Updates: – 29th November 2021



Focus	Area of consideration	Recommendation
Children/Staff	Attendance/arrival	<ul style="list-style-type: none"> Parent/Carers to drop and pick up the children from the main door. A member of staff will be at the main door to welcome children. If buzzer is pressed by a parent it should be cleaned immediately afterwards. Normal session times have resumed. Parents and carers advised to return to wearing masks in the line at drop off and pick up times, unless you are exempt. They will be required to wear a mask, unless exempt, if they enter the building to speak to staff, settling a child, signing forms etc and the area cannot be well ventilated (<i>please see below under Parents – Parents Settling children for further requirements</i>). 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 pre-school it is reasonable to ask parents if their child has 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. It is also reasonable to ask if any member of the household have any of the symptoms of COVID-19/positive PCR Test and if the answer is yes, they will only be allowed to attend the preschool if the child had had a negative PCR and also has a negative lateral flow every day for 10 days. 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. 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. 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. There are separate trolleys for the snack pots and bottles. 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. Water

	<p>bottles will be kept on a trolley in the room and offered frequently throughout the day individually to children by staff. 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.</p> <ul style="list-style-type: none"> Parents/carers must ensure they and their children follow any current national guidelines for social interaction and social distancing. Children can attend more than one setting.
Belongings from home	<ul style="list-style-type: none"> Children can bring their coats in and hang them on named pegs. Where necessary for the wellbeing of the child a comforter can be brought to preschool from home. It is important that the comforter is kept in the child's bag or drawer when not in use to avoid cross contact. 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. 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 main room.
Physical distancing/grouping	<ul style="list-style-type: none"> 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. Group time will be split into 2 groups using both rooms to allow for safe distancing to take place. Story time will be split into 2 groups using both rooms. 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. Staff to observe social distancing guidelines with each other at work.
Play and Learning	<ul style="list-style-type: none"> Implement social distancing where possible: <ol style="list-style-type: none"> Small groups for group activities and story time one group per area. Ask parents to leave the site promptly after dropping off children. Parents to observe any current social distancing guidelines while waiting for session to start. 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. Limit soft toys and wash/rotate regularly at the end of each session Tabletop activities – tables should be well spaced and chairs placed to encourage children to sit at appropriate distances and with appropriate numbers to maintain safety. Outdoor resources can be re-introduced as normal, enhanced cleaning to be maintained.

	<ul style="list-style-type: none"> • 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. • 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.
Wellbeing	<ul style="list-style-type: none"> • 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. • 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. • Support available to staff with covid-19 worries, concerns or anxious feelings. Mental Health Officers are in place in the setting.
Guidance for System of controls: Prevention	<ul style="list-style-type: none"> • Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting <p>Children, staff and other adults must not come into the setting if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries listed by the government • they have had a positive test • When an individual develops coronavirus (COVID-19) symptoms or has a positive test <p>They must not attend with immediate effect and for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date, if they did not have any symptoms but had a positive test (whether this was a lateral flow device (LFD) or polymerase chain reaction (PCR) test). Staff with a positive LFD test result will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result, if the LFD test was done at home. <p>If a staff member (if they are double vaccinated) or child have been identified as a close contact of a positive case of Covid-19 they can still attend the setting (unless advised otherwise – *see below), if they are well themselves but must book a PCR test immediately. If the result of their PCR test is positive they must inform the Manager of the setting and isolate for 10 days. They can then return to the setting after their isolation ends and they feel well.</p> <p>If a staff member or child is a close contact of a positive case of Covid 19 and they have received a negative result from a PCR test themselves, they can attend the setting as normal (unless advised otherwise – *see below) but must take a daily Lateral Flow test for 10 days following the date of their close contact.</p> <p>*The current guidance on contact tracing and isolation remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly and told to isolate.*</p> <p>Safe wearing and removal of face masks. All staff and visitors should understand the safe process of wearing and removing face masks which includes:</p> <ul style="list-style-type: none"> • cleaning hands before and after touching face coverings – including to remove or put them on • safely store face coverings in individual, sealable plastic bags between use

		<ul style="list-style-type: none"> not touching the front of face coverings during use or when removing them. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.
	If a child/staff member starts displaying symptoms.	<ul style="list-style-type: none"> If a child or staff member begins displaying one of the main symptoms of Covid -19, a sudden dry continuous cough, a high temperature (37.8 degrees 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. They must book a PCR test as per Government guidelines and remain isolated until the test result is negative. 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. <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 or call 119 if they don't have internet access.</p>
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. If staff feel unwell with one of the symptoms of Covid-19 as per government guidance they must book a test immediately. If they have been in direct contact with a positive case of Covid-19 or a member of their family feels unwell with one of the symptoms of Covid -19 they can attend work but if the member has a positive Covid-19 PCR test the staff member is advised to lateral flow every day and also book a PCR Test. Staff who have been double vaccinated may attend the setting if they have had close contact with a positive case of Covid-19, unless any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly and told to isolate. They must immediately book a PCR test, if the result is positive they must isolate for 10 days, if the result is negative they must carry out daily Lateral Flow tests for the 10 day period from the point of contact with the positive case. 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 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. Parents will be informed by text message if we have a sudden closure if Public Health England advise us to do so. If this happens during a sessions, those attending will be called as well. Parents have been informed that we test 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.

		<ul style="list-style-type: none"> • 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.
	Physical distancing/grouping/safety/belongings	<ul style="list-style-type: none"> • Social distancing should be maintained during breaks and as much as is possible during session times between adults • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing. • 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. • Staff are advised to wear a mask in the corridor and office areas 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. • Staff should keep their individual tablets and pens in their individual 'bum bags'. • Equipment i.e. pens etc, where possible, should not be shared and should be named for each individual. • Staff meetings still advised to take place over Teams/Zoom
	Training	<ul style="list-style-type: none"> • 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.
Parents	Physical distancing	<ul style="list-style-type: none"> • 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. • Arrange drop off and pick up from the main door. • All staff who go to the main door at drop off and pick up times are advised to wear a mask. • Parent/Carers are advised to have a mask with them at drop off and pick up times so if they must enter the office area to talk privately with staff or sign essential forms they are able to wear a mask and observe social distancing guidelines at all times. • 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. • Early years settings can operate at normal group sizes. We should still consider how we can minimise mixing within the setting and smaller groups should be maintained for group activities. • Settings should not host any performances with an audience. • Parents 'Evening' Meetings still advised to take place virtually/telephone calls. • New Millside will 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.
	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.

	Parents settling children	<ul style="list-style-type: none"> 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. Settling should 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.
Visits/Visitors	Visitors to the setting	<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 (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). Wherever possible meetings should be conducted online e.g via Zoom, Teams. A record should be kept of all visitors which follows the guidance on maintaining records of staff, customers and Visitors. Masks are to be worn by any visitors attending inside the setting. Any essential visitors to the setting must obtain a negative LF test result the morning of their visit.
	Photographer	<ul style="list-style-type: none"> Visits to be avoided until the warmer months when photos can be taken outside.
	Educational Visitors	<ul style="list-style-type: none"> Educational visitors to the preschool are currently advised to keep to a minimum.
	New Starters / Waiting List	<ul style="list-style-type: none"> Settings may take new admissions in line with current guidance. In-person visits for new starters are advised to only take place if they are absolutely necessary and if so are to take place after hours only and be limited to one family per visit. Masks must be worn. Where visits are avoidable for new starters photos of the setting can be arranged instead and, if ready, a video of the setting can be sent as well. They can also call to speak to the manager to talk through any queries they have about their child starting.
	Apprenticeships / Volunteers	<ul style="list-style-type: none"> New Millside will accept Apprentices into setting following the May half term. All apprentices will be asked to engage in Lateral Flow testing twice weekly and must follow all Covid-19 protocols and procedures within the setting. New Millside will not be accepting volunteers into setting to minimise risk.
	External professionals	<ul style="list-style-type: none"> In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to settings support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. <ul style="list-style-type: none"> If they need to attend in person, they should: <ul style="list-style-type: none"> follow guidance relevant to the setting keep the number of attendances to a minimum be informed about the system of controls have had a negative Lateral Flow Test the morning of their visit
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to the Pre-school alone, using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.

Toys/resources		<ul style="list-style-type: none"> • 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 between sessions • Limit soft toys and clean / rotate regularly following each session • Tabletop activities – tables should be well spaced, and chairs placed to encourage children to sit at appropriate distances and with appropriate numbers to maintain safety. • 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. • Children can take home drawings and paintings as they wish.
Food/Snacks		<ul style="list-style-type: none"> • 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.
PPE	Both Workforce and children	<ul style="list-style-type: none"> • 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. • 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: • 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. • 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.

		<ul style="list-style-type: none"> • Staff are advised to wear a mask in the corridor and office areas 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.
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, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Wear 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 used while cleaning. • All resources used to be thoroughly cleaned between am and pm sessions.
	Cleaning of electronics	<ul style="list-style-type: none"> • Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day. • Use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.
	Cleaning of clothing, towels and soft furnishings	<ul style="list-style-type: none"> • 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.
	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: <ol style="list-style-type: none"> 1) the individual tests negative; waste can then be put in with the normal waste 2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste
Ventilation		<ul style="list-style-type: none"> • Windows must be open to allow ventilation. • The preschool has been provided with a CO 2 monitor to help us ensure adequate ventilation. • The monitor is to be checked frequently and act upon results, following guidelines.
Breakfast Club		<ul style="list-style-type: none"> • Breakfast club is not in use at the moment when demand increases, we will look at re-opening

Reviews and Comments for Covid-19 Risk Assessment	
REVIEWED BY:	COMMENTS:
Karen Barnes, updated 22 nd September 2020 (V1.2 & V1.3)	Updated with latest guidance in different highlight colours.
Karen Barnes, update 3 rd November 2020 (V1.4)	Updated with latest guidance in different highlight colours.
Karen Barnes, updated 11th January 2021 (V1.5)	Updated with latest guidance in different highlight colours.
Karen Barnes, updated 29 th January 2021 (V1.6)	Updated with latest guidance in different highlight colours.
Karen Barnes, updated 16th March 2021 (V1.7)	Updated with latest guidance in different highlight colours.
Karen Barnes, updated May 2021 (V1.8)	Updated with latest guidance in different highlight colours.
Karen Barnes, updated September 2021 (V1.9)	Updated with latest guidance in different highlight colours.
Natalie Raby-Osborn, Karen Barnes updated 9 th -19 th November 2021 (V2.0)	Removed any outdated guidance and reworded to make for a clearer read. Rearranged columns and subheadings to make clearer for visitors, prevention, ventilation. Previous versions saved to show the timeline.
Natalie Raby-Osborn, updated 29 th November 2021 (V2.1)	Removed highlight showing previous updates. Added in updated guidance re Omicron variant and mask guidance.