

Covid-19 (Coronavirus) specific Risk Assessment

This assessment runs alongside all our current policies and the Covid-19 Policy.

Legislation and leading authorities which have guided and influenced this policy are:

Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

What is the activity or environment being assessed	Hazards present or change to usual routine.	Who is exposed to the hazard/change in routine	Elimination/Control Measures/Changes	Action by who?	When?
Use of the building	Adult contact/Cross contamination	Staff	<p>From September 1st, the Scout Hut is now open for use by Pre-School and other users.</p> <p>The Building has its own Covid Risk Assessment that all user groups must follow.</p> <p>During Pre-School hours (including set up and packing away) 8am-3.30pm we are the sole users of the downstairs. Only staff and children will be permitted in the building.</p> <p>Staff will try to maintain a 2 metre social distance at all times unless there is a safeguarding or first aid issue.</p> <p>Guidance is that being within 2 metre contact for more than 15 minutes puts adults at higher risk of transmission.</p>	Staff, other hall users	Ongoing
Room usage	Change	Staff, Children	<p>Pre-School has access to 4 rooms in the building. Foyer, Toilets/Cloakroom, Kitchen and Main Room.</p> <p>No activities will take place in the Foyer. It is an access room only.</p> <p>Toilets. Children have use of the 3 toilets in the cloakroom. This area will only used when a child needs the toilet or to collect their lunch boxes. Between Monday and Friday these toilets are only to be used by Pre-School and no other user groups. Toilets will be monitored for cleanliness through the day and cleaned as required, a full clean will</p>		

			<p>happen at the end of each day.</p> <p>The disabled toilet is for staff only and for changing children in nappies. Staff will antibac wipe the toilet flush and door handles after using the toilet.</p> <p>The Kitchen is for staff only. It will be used for the preparation of snack and the dishwasher will be used to clean all plates, cups etc at the end of each day. No children are permitted in the kitchen. Again door handles will be wiped regularly.</p> <p>The main hall will be used for a small part of the day. There will be 2 tables set up for lunch and snack. Mats for circle time and a quiet area for children to look at books/puzzles.</p>		
Visitors	Adult contact/Cross contamination	Staff	<p>No visitors will be allowed in the building during the Pre-School day between 8-3.30 other than emergency services if they were required.</p> <p>If Out of Hours maintenance is required, cleaning will be carried out after this.</p>	Staff, Scout Hut	Next 6 weeks
Access to building Dropping off/picking up	Adult contact	Parents, Staff	<p>Parents will be asked to social distance outside the building.</p> <p>Drop of and collection times have been extended from 9.00-9.10 for drop off and 2.55-3.10 for collection.</p> <p>Parents will not be allowed access to the building. Drop off is at the main door directly to a member of staff.</p> <p>Pick up will be from the gate to the Astro turf. One large gate will be opened at 2.55pm. When a parent is ready, one child at a time will be allowed out of the Astro turf via the small gate.</p> <p>If a child is distressed at drop off, parents and staff can breach the social distance guidelines to pass the child over as quickly as they can.</p>	Parents, Children, Staff.	Daily at drop and pick up.
Signing register	Cross contamination from use of pen	Parents	<p>The manager will sign the children in on the register.</p> <p>Parents have been asked to text or email if their child is not attending pre-school on a day they usually would.</p>	Manager, Parents	Daily
Hand washing	Increase frequency throughout the day and	Staff, Children	<p>Research has shown the virus is killed by frequent and thorough hand washing with soap and water.</p> <p>Paper towels will be used to dry hands and then placed in a bin.</p>	Staff, Children	Hand washing will be performed by staff when they come into work and children when

	increase of time washing hands				they come to Pre-School. Hand washing will be roughly hourly throughout the day. Before and after snack and lunch, after toileting and any time a child has coughed, sneezed or put a toy in their mouth.
Ventilation	Change	Staff, Children	The far double doors and the kitchen window will be open as soon as the building is opened up. Children are not allowed in the kitchen. The far doors lead to the gated area and Astro turf. The children cannot gain access to the car park. There is also an air circulation system in the building that filters and moves clean air around all the time.	Staff	Daily
Cleaning products/schedule	Thorough cleaning will be performed daily	Staff, Children	All cleaning products are either kept locked in the cleaning cupboard or under the sink in the kitchen. There will be a cleaning rota to be completed daily. This will include but not limited to, cleaning of tables before and after lunch and snack. Regular wiping with antibac wipes of frequently touched door handles. Daily sterilisation of toys with Milton. Wipe down using disinfectant of all tables, chairs and tuff trays at the end of each day. Any cleaning performed when children are in the setting will be away from them. No children will have access to cleaning solutions or cloths. Different cloths will be used for different surfaces. An external cleaner will do a deep clean of toilets, floors and surfaces every Sunday.	Staff	Daily
Toys allowed/Rotation	Change	Staff, Children	The following toys have been removed from play. Sand, Play dough, Teddies, Puppets, Dressing up and wooden play food. Water play is permitted and the water will be changed regularly.	Staff	Ongoing

			<p>All other toys have been sterilised with Milton in preparation for opening.</p> <p>Toys and activities will be rotated throughout the week and cleaned/sterilised before and after use.</p> <p>For those toys that cannot be sterilised i.e. the wooden train set, this will be used and then stored for 72 hours before being used again.</p> <p>No toys from home will be allowed in the setting.</p>		
PPE	Change	Staff	<p>A fresh pair of gloves and apron will be worn when preparing snack, when changing a child or administering first aid.</p> <p>We also have masks and visors if we believe a child has the infection.</p>	Staff	Ongoing
Illness in the setting	Change	Staff, Children	<p>If a child is suspected of having symptoms whilst at Pre-School they will be isolated from the other children and parents should come and collect them as soon as possible and isolate in line with the current NHS guidance. Staff waiting with child will wear PPE as stated above.</p> <p>The area will be thoroughly cleaned and all parents and staff notified by email.</p> <p>If a staff member develops suspected symptoms they will sent home immediately and isolate in line with the current NHS guidance.</p>	Staff, Children	As required
Illness at home	Change	Parents, Staff, Children	<p>If anyone in your household develops ANY of the key symptoms: a new persistent cough, high temperature/fever or lose of taste or smell. Your child MUST self isolate for 14 days.</p>	Parents, Staff, Children	On going
Coronavirus testing	Change	Parents, Staff, Children	<p>Anyone who has corona virus symptoms can now get a test. The advice is to call 111 or your GP.</p> <p>If anyone connected to the Pre-School tests positive Parents/Staff and Trustees will be notified and a decision made as to whether the Pre-School can remain open.</p>	Parents, Staff, Children	As required
First Aid	Change	Staff, Child	<p>There must be a member of staff in the setting that has an in date Paediatric First Aid (PFA) certificate.</p> <p>5 out of the 6 staff are Paediatric First Aid trained and the 6th member of staff has her training booked for 5/6 October.</p>	Staff, Trustees	As required

Toileting	Change	Children	Children will be encouraged where possible to take care of their own toileting needs. Staff will take children in small groups of 3 to use the toilet before snack and lunchtime. Children, who are old enough and able to, can use the toilet independently throughout the day. Staff are able to wipe child's bottoms wearing gloves.	Staff, Children	Ongoing
Nappy Changing and Personal care		Staff	Staff will continue to provide intimate care to those children who need it. The current policy has been reviewed as is line with the guidance. Children who have a toileting accident will be changed by a member of staff		
Waste	Change	Staff	All bins in the setting will be emptied daily and cleaned. Double bagging of specific waste will happen as required and we are aware that potentially contaminated waste has to be stored for 72 hours before disposal.	Staff	Ongoing
Snack/Lunch Time	Change	Staff, Children	Children will have set places for snack and lunch. One Adult will be on each table. Snack used to be help yourself/buffet style. Now each child will have an individual plate with their own snack on it. One adult per table will pour milk for children that wish to drink milk. No sharing of food will be allowed.	Staff, Children	Ongoing
Staff in the setting	Change	Staff, Children	We will have 6 members of staff in the setting each week. 3 Staff members per day. Parents have been made aware of the new staffing rota. Parents will be notified if there are any changes.	Staff, Parents	Ongoing
Staff to children contact	Change	Staff, Children	Staff to child contact will be reduced but not eliminated. Children will be discouraged from sitting on staff's laps. Children will be able to sit next to staff. We will minimise holding hands and circle games/songs. Staff will be able to comfort a child who is distressed or requires first aid. We aim to balance risk of transmission with the emotional wellbeing of the children.	Staff, Children	Ongoing
Children in the setting	Guidance is that no more than 16 children should be	Children	We currently have 25 children returning to Pre-School at the start of the Autumn Term. There are currently no more than 16 children in per day. This is likely to increase through the term. All parents will be notified via the	Manager, Trustees, Parents	The majority of the day will be spent outside as our new daily routine states.

	together in an early years setting		<p>weekly email of any increases. Our maximum capacity is 24 children per day.</p> <p>Following a conversation with Rebecca Job at Cheshire East this was in line with the Guidance providing parents are informed and the setting had a comprehensive risk assessment.</p>		Evidence shows this will reduce the spread of infection.
Child to Child Contact	Change	Children	<p>Children will be able to play together and sit next to each other. We will discourage hugging and medical role playing that involves looking in each other's mouths, noses and ears. If a child coughs or sneezes near another not into their hand or elbow then both will be asked to wash their hands and the surface where they have been playing wiped with an antibac wipe.</p> <p>Children will be encouraged to blow their own noses and place the tissue in the bin immediately. Any items that a child puts in their mouth will be removed immediately and sterilised.</p>	Children, Staff	Ongoing
Additional children in the setting	Change	Staff, Children	<p>From Monday 7th September to Wednesday 23rd September we will be offering ½ sessions to previous Pre-School children as they start reception at Goostrey Primary.</p> <p>Some will attend 9-1 and then be taken to School. Others will be collected at 12.20 and stay at Pre-School until 3. All their belongings and coats will be kept separate from Pre-School children's.</p> <p>These children will follow all the guidance listed above and thoroughly wash their hands on entering the building. They will also have a separate table for afternoon snack.</p> <p>At present there are no more than 5 children joining us on any one afternoon.</p>	Children, Staff	Until Wednesday 23 rd September.

This Risk Assessment will be displayed in the setting and has been approved by the trustees and read by all staff.

Parents have been emailed a copy.

Any updates will be communicated to parents by email.

Updated by Nicola Ellershaw Pre-School Manager 03/09/2020