**Coronavirus Risk Assessment**

“Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (Covid-19), so that sensible measures can be put in place to control those risks for children and staff. All employees have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings” (Actions for educational and childcare settings to prepare for wider opening from 1st June 2020: Gov.uk: 12.05.2020)

To ensure the risk assessment works for the setting it is advisable to encourage all staff to contribute, it will reassure staff and make them feel valued, and ultimately support children to enter a calm and nurturing environment.

**Note:**

* The information in the Coronavirus Risk Assessment links to the information in the government document Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings.
* The document can be amended to suit the childcare setting’s individual need. The document needs to reflect the working practices of your childcare setting and work in liaison with your general risk assessment, health & safety checks etc.
* Things to consider are reflective points for the setting to consider when developing your Coronavirus Risk Assessment. Grey Highlighted areas link to information and examples. Please delete as appropriate
* If completing electronically the format of the documentation will change when things are added or edited.
* The front sheet **(page 1)** is for information, to save resources you do not need to print off

**Supporting Documentation**

Statutory Framework for Early Years Foundation Stage

Actions for educational and childcare settings to prepare for wider opening from 1st June 2020

Coronavirus (COVID-19): Implementing protective measures in education and childcare settings

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**Early Years Improvement Team – September 2017**

NB There is other legislation that must also be considered.

**Disclaimer**

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**Early Years Team – May 2020**

**E-mail – SSEEarlyYearsTeam@somerset.gov.uk**

**Coronavirus Risk Assessment**

**Preventing and managing outbreaks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Childcare Provider name** | | **Court Fields Community Preschool UPDATED OCT 2020 Updated Jan 2021**  **Updated June 2021** | | **Date: 18/05/2020**  **20/10/2020** |
| **Hazard** | **Risk = Socialising spreading of infection** | | Action/ Control measures. | Communication |
| **Social distancing**  **High level of risk**  **Risk to children in attendance and staff, in turn to families** | Reorganising the childcare environment to support social distancing.  Reduced numbers in session, in line with Government Guidance.  Return to normal group sizes.  Updated/amended arrivals and departure policy | | **Things to consider:**  How are the areas going to be defined? –  Setting layout has been risk assessed and adapted,  Furniture re-introduced Sept 2020  We have reduced numbers in attendance maximum 10 children, if required per group.  Sizes back to normal Sept 2020  How are children going to be able to access the toilets and outside area.  As normal with adult support and supervision to prevent overcrowding in a particular area with appropriate adults to monitor toilets ensuring hygiene routines.  Arrivals and departures –  Drop off and collection in preschool garden. Families can social distance.  Entry from 8.30 onwards, Face masks to be worn and hands sanitised, reminding parents/carer about social distancing.  Facemask not required as outside and social distancing max of than 30 Allowed in garden. | How is the setting going to communicate this to parents/carers?  Via tapestry and social media and in direct conversations via telephones.  Updated policies and procedures shared on Tapestry and website.  Staff will be informed via staff meetings and individual supervisions. |
| Supporting children within the environment.  **Documentation**  EYFS: Coronavirus disapplication’s | | **Things to consider:**  The group will be organised into two groups (if appropriate).  3 staff to each group of up to 10 children. Enabling free flow play throughout building. Not applicable SEPT 2020  Children’s intimate care as required throughout the day use of PPE by staff member area to be cleaned prior to and after use.  Use of Outside area throughout the day. Hands washed by all going out and coming in. |  |
| **Hazard** | **Risk = Socialising spreading of infection** | | **Actions/ control measures** | **Communication** |
| **Attendance**  **High level of risk**  **Risk to children in attendance and staff, in turn to families** | Prioritising in line with government guidance and parent requirements.  Only children who are symptom free or have completed the required isolation period will be attending the session.  **Relevant Documentation**  Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19  Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable [www.gov.uk](http://www.gov.uk)  Children attending another setting. | | **Things to consider:**  Shielded and clinically vulnerable children, Shielded and clinically vulnerable adults (within families and staff).  Updated Sickness policy to include coronavirus and suspected cases within the setting.  Also updated medication guidance,  You must inform us of all medication the child is taking prior to attendance and children must not attend the setting if they are unwell or if the child has taken medicines such as Calpol and Nurofen within the last 24 hours, as this may be masking an underlying illness.  Follow Government guidance over Covid19 symptoms and isolation.  We will get information from parents on children returning.  Questionnaire for parents to complete, via telephone conversation.  To identify shielding.  We gather medical information from all children attending prior to starting and update records regulary.  Children attending another setting – we do not dual settings currently. |  |
| **Settling in children** | Procedure for settling in children | | **Things to consider:**  New children starting.  Strategies to support – If required one parent permitted at a time into the foye or in the garden and masks to be worn inside. Not in main room and no contact with other children.  All documentation to be completed prior and keyworker meetings to be held on inset days or in foye and garden, masks to be worn inside with social distancing. | Communicate with parents working on child’s individual needs. |
| **Control Measures (reducing the risk)** | | |  |  |
| **Hazard** | **Risk = Spreading of infection**  **General Hygiene Practices** | | **Actions** | **Communication** |
| **Premises** | As the setting was temporarily closed:  *Revised Risk assessments* | | **Things to consider:**  The premises have been thoroughly checked and cleaned on 15/05/2020. Cleaned daily.  Cleaning of all surfaces, areas, furniture and equipment etc.  Removal of all soft furnishings, sensory play and small parts, as per Government Guidance.  Resources as normal increased cleaning.  All appropriate doors will be propped open to stop children touching door handles.  Need to think about security, safety (door guards) and legal requirements, e.g. fire doors  Appliance checks – cleaning  Legionnaire check, fridge checks etc.  Email sent to WCSS requesting checks on water gas and electrics.  All completed prior to opening. |  |
| **Ventilation** | Windows will be open to ensure adequate ventilation. | | **Things to consider:**  Safety Can not climb out or in.  Security  All windows operational 15/05/2020 checked daily. |  |
| **Communal areas** | Reducing the use and flow of users. | | **Things to consider:**  Regular cleaning –  when, how and by whom-  Staff to clean all surfaces daily  floors, tables, chairs, doors, toilets and used equipment.  Removing any soft furnishing  Completed 15/05/2020.  Main Mat and rugs reintroduced Sept 2020.  Resources as normal. |  |
| **Coughs and sneezes** | Teach/role model coughing or sneezing into elbows or tissues.  Encouraging children to use tissues and dispose of in bins. | | A lidded bin in each area (inside/outside)  Tissues in each area (inside/outside)  Mirrors  Anti bac present.  Bogey bins present in all areas with mirrors.  Cleaning of bins daily.  Songs introduced shared via social media also 18/05/2020. | Staff to children  Communicate with parents on how you are teaching children to blow noses, catch coughs and sneezes.  Facebook and Tapestry 18/05/2020. |
| **Washing hands** | Ensure everyone knows how to wash hands  Guidance on hand cleaning – NHS <https://youtu.be/bQCP7waTRWU> | | Re visit with staff to ensure role modelling to children consistently  Role model to children the correct hand washing procedure  Introduce a song to accompany hand washing.  **Things to consider:**  Access to hand washing facilities – inside and outside. Staff supervision.  Is there a need for hand sanitisers? Yes at all entry exit points and with bins.  Do you have enough soap, paper hand towels. Checked daily from 15/05/2020.  Responsibility to ensure areas are cleaned regularly (ensure hygienic practices and safety).  Check at the start of session, throughout day at regular intervals and end of session. | Photos or posters – correct way to wash hands  Songs shared 18/05/2020. |
| Everyone is aware of setting’s hand washing procedure – staff, children, parents etc. | | Inform parents.  Ensure staff are aware and role model to children.  Regular reminders to children within the daily routine E.g. On arrival, before and after eating, after intimate care, after sneezing or coughing etc. | Posters, newsletter on Tapestry, social media,  Verbally prior to attendance. |
| **Intimate care** | Normal practices apply (use of gloves, aprons etc.)  **PPE** – Government advising that PPE is not required for general use in early years settings to protect against COVID-19 transmission | | **Things to consider**  Enough protective wear (gloves, aprons) checked regularly from 15/05/2020  How are you going to change nappies to prevent direct face to face contact?  As per procedure.  Regular cleaning of toilets and changing areas  Staff daily cleaning routines plus prior to use after use.  Disinfectant (Spray and wipes) areas – as per COSHH records.  Hygiene waste collections. |  |
| **Cleaning** | Reviewed cleaning procedures:   * Surfaces – table, chairs, floors, storage etc. * Hand contact points – door handles, rails etc. * Toilets – toilet, toilet roll holder, taps, soap dispenser, bins etc. * Resources – * Communal areas   Covid-19: Cleaning in non-healthcare settings  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | | **Things to consider:**  Daily and as required (contamination).  Equipment used –  Colour coded cloths, spray, wipes –  All product used in accordance to directions for use, appropriateness for killing the virus, COSHH etc.  Monitoring supplies – cleaning, PPE etc. | Cleaning rota for staff |
| **Waste disposal** | All waste will be disposed of in a hygienic and safe manner. | | **Things to consider:**  Emptying Gloved  Collection weekly by Viridor (waste)  3 weekly Viridor (Sanitary).  *All bins, Bogey, hand towel, sanitary, and waste emptied daily in the appropriate collection bins, stored securely outside. Collections as per contract. In line with Government Guidance procedures.* |  |
| **Resources (Toys)**  **Inside and outside**  **Risk low** | Review cleaning procedures – everything will be cleaned at the end of the day after use.  Resources risk assessed reviewed regularly from 15/05/2020  Children will not be allowed to bring items in from home.  Outside resources  “…outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”  Coronavirus (COVID-19): Implementing protective measures in education and childcare settings | | **Things to consider**:  Ensure resources that are used can be cleaned regularly.  Reduce the amount of resources,  Resources will be cleaned regularly.  If child has put into mouth, remove from the group and clean.  **Things to consider:**  Time to clean large equipment. | Communicate to parents  Cleaning rota for staff |
| **Resources**  **(ICT)**  **Risk Low** | Tablets/I Pads – allocated to individual staff members.  Computers – cleaned by user after use. | | **Things to consider:**  Regular cleaning - wipes  Keypad, mouse, mouse mat, area surrounding computer – cleaning wipes etc. |  |
| **Laundry**  **Risk Low** | Items which need laundering will be washed daily in line with infection control guidance.  Children’s clothing or any items which need laundering will be bagged and sent home with parent. | | **Things to consider:**  Aprons (reusable) worn by staff and children  Cleaning/wiping down laundry equipment  Clothing sent home to be cleaned. Bagged |  |
| **Hazard** | **Risk = Spreading of infection**  **Contact activities (sharing specific resources)** | | **Actions** | **Communication** |
| **Group activities**  **Risk Low** | Mat time. | | Organising one bottom to one bug, separating and distancing children.  All facing forwards. |  |
| **Snack and lunch time**  **Risk High** | Space between children (not 2m) but enough to discourage child sharing. | | **Things to consider:**  Preparation of snack, by adult in kitchen area.  Lunches to come in plastic boxes easily wiped down at start of session. Stored together in kitchen once cleaned. Children have own designated area for coats, and bag to be wiped down on entry by staff gloved. Bags remain in setting. | Inform parents. |
| **Drinks**  **Risk Low** | Cease use of shared cups in class. | | Children provide own drinking bottles (clearly marked).  Juice bottles cleaned on entry.  Juice bottles monitored by adults. |  |
| **Control Measures (reducing the risk)** | | |  |  |
| **Hazard** | **Risk = cross contamination**  **Storage of medication** | | **Actions** | **Communication** |
| **Medication** | All medication put into an individual container, then into storage container to stop cross contamination. | | **Things to consider:**  Individual medication is going to be stored in plastic containers labelled with child’s name.  Everything is cleaned on entry and after use.  Medication will be stored in setting unless required to be transferred between setting and parent, via plastic tub.  Parents and carers must inform us of all medication children are taking prior to attendance. | Telephone conversation updated policies and procedures on website. |
| **Hazard** | **Risk = Spreading of infection**  **Visitors to the setting** | | **Actions** | **Communication** |
| **Visitors/site users**  **Risk Low**  **Risk to staff and visitor** | Visitors will not be allowed in the setting when children are present.  All visitors will be asked to inform setting of any suspected or confirmed case by them or people they live with.  Emergency repairs/maintenance – all repairs/maintenance will be completed outside operational hours, or when no children are present | | **Things to consider:**  Follow Government guidance about visitors on site.  Social distancing masks worn inside  Cleaning after visitors or site visitors.  No unscheduled appointments.  No visitors on side bar professionals during children’s hours. | Telephone conversation. |
| **Control Measures (reducing the risk)** | | |  |  |
| **Hazard** | **Risk = Changes to environment, routine etc.**  **Impact on children’s wellbeing.** | | **Actions** | **Communication** |
| **EYFS** | Continue to meet the existing learning and development requirements in line with government guidance:  Progress check at age 2 – temporarily suspended  **Documentation:**  EYFS – Statutory Framework  EYFS: Coronavirus disapplication’s | | **Things to consider:**  Continuing to record for children who are attending.  We will continue to offer appropriate resources and activities to support children’s development and learning (all 7 areas of learning) through play and activities. On line learning activities and in setting.  Staff have weekly communications with parents to discuss children’s learning and development, including emotional wellbeing. We share children’s next steps and the what to expect when document, to support parents.  We provide ideas on how to support the individual children. | Parents kept informed of any changes.  Via phone calls, Tapestry and facebook activities. |
| **Children’s well-being** | Children continue to be supported in keeping themselves safe.  We offer activities to support children’s home learning (Facebook and Tapestry). | | **Things to consider:**  Supporting children through the changes – environment, routine etc.  Ensuring they know how to keep themselves safe, regular hand washing, using tissues, social distancing etc.  Supporting transitions (linking to PSED).  Return to Normal From September 2020 | Activities to parents to support the children.  Weekly telephone calls have been ongoing and will continue to discuss children’s wellbeing etc. |
| **Control Measures (reducing the risk)** | | |  |  |
| **Hazard** | **Risk = Impact on adults wellbeing**  **Changes to role, working environment etc.** | | **Actions** | **Communication** |
| **Attendance** | Following government guidelines and guidance  Staff attendance – if they are symptom free, have completed required isolation period or achieved a negative test result  Setting will adhere to ratios (Government Guidance) | | **Things to consider:**  Clear procedures to support working practices.  Staff are aware of symptoms of Covid-19 and know procedure to follow (self -isolating, keeping work informed).  Following return to work procedure if staff not attending.  Availability of testing for staff.  Home Testing kits for all staff April 2021 | Sharing information with staff:  Staff have Zoom meetings, weekly, phone calls and have completed virtual training etc. |
| **Training** | Staff have been updated with new working practices and procedures – including infection control.  Setting is currently working to Government Guidance training requirements. e.g. First Aid, Child Protection. | | **Things to consider:**  Staff have been informed of all updated Government Guidance and expected to read all relevant documents.  Staff meeting held 13/05/2020 to discuss risk assessments and procedures to return to work.  Staff meeting 15/05/2020 made aware of new ways of working.  18/05/2020 this document shared with all staff.  Staff updated OCTOBER 2020 of revised changes.  Updates through staff meetings.  Provide back to work training as required.  Staff to access new documents, including policies, procedures etc. on website Courtfieldspreschool.co.uk  Training and support to help staff manage difficult situations with parents or children.  Training reflection diary on Tapestry.  Updates through staff meetings. | Virtual training to all staff – working practices, updates, cleaning rota.  On-line training |
| **Clothing**  **Risk Low** | Staff wear appropriate clothing to reduce the spread of infection. | | **Things to consider:**  Uniform and staff change at the end of the day.  Ensure setting has enough PPE (gloves, aprons etc.) | Staff updated. |
| **Staff Wellbeing**  **Risk Medium** | Staff well-being will continue to be supported through a variety of support systems. | | **Things to consider:**  Manager to discuss through supervisions support for staff who are anxious about returning to work and options available.  Staff know who to contact for support Manager/Trustees.  A space where they can take a break Staff room.  Staff to maintain social distancing when taking breaks. | Staff updated. |
| **Responding to suspected cases**  **High level of risk**  **Risk to children in attendance and staff, in turn to families** | Procedure to support staff  https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 | | **Things to consider:**  Updated Sickness policy to include coronavirus suspected case within the setting – child and adult 20/05/2020.  If there is a suspected case of Covid-19 in setting we will separate child or adult within the setting (in the Foye) and call emergency contact. PPE to be worn by member of staff dealing with incident .All areas will be deep cleaned ASAP.  Follow government and department of health advice report case.  PPE equipment in stock. | Staff updated. |
| **Documentation**  **Risk Low** | Changes to emergency contact | | **Things to consider:**  Check emergency contact details due to restrictions on movement, social distancing, people at risk etc. To check and confirm all details prior to attendance, via phone call.  Setting mobile phone in place all numbers stored, parents informed.  Phone with Manager at all times. | Telephone conversation with parents/carers |
| **Documentation**  **Risk Low**  **to parents and staff** | Forms which need signing (accident, medication etc) – managing the risk | | **Things to consider:**  Parents will not be requested to sign children in and out of session this will be done by staff, note made of whom dropped off or collected. We will ask parents to come with own pens to sign Documentation, if required and Hand sanitizer for parents to use prior to touching paperwork clipboards.  Return to normal parents to sigh, anti bac hands. | Telephone conversation with parents/carers |
|  |  | |  |  |
|  | Court Fields Preschool CIO updated procedures due to Covid 19 | |  |  |
|  | Prior to your child returning to setting we will need too…. | | Check all emergency contact details and update.  Return to setting Covid 19 questionnaire.  Details checked at parents meetings. |  |
|  | Sickness and illness | | Only children and staff who are symptom free or have completed, where appropriate, the required isolation period will be attending the session.  We also in conjunction to our Updated Sickness policy request that children not attend the setting if they are unwell or have taken medicines such as calpol or nurofen within the last 24 hours as this may be masking an underlying issue. You must inform us of all medication that your child is taking prior to attendance. |  |
|  | Social distancing | | As we have previously stated we will be unable to social distance children in setting from the staff or other children. Their emotional wellbeing, along with health is our priority.  Children will be interacting with other children and the staff. |  |
|  | Drop off and collection | | Drop of and collection in the garden so as to social distance from other families. Masks worn by families (adults) and face shields by staff members. No longer required. Social distancing, outdoors under 30 adults.  All are asked to sanitise hands upon entry to the garden. |  |
|  | Signing of documentation. | | Parents will not be requested to sign children in and out of session this will be done by staff, note made of whom dropped off or collected. Hand sanitizer for parents to use prior to touching paperwork clipboards. |  |
|  | Suspected case of Covid19 during session. | | If there is a suspected case of Covid-19 in setting we will separate child or adult within the setting (in the Foye) and call emergency contact. PPE to be worn by member of staff dealing with incident .All areas will be deep cleaned ASAP. If Covid19 is confirmed setting will follow government guidance to report. |  |
|  | Medication | | Individual medication is going to be stored in plastic containers labelled with child’s name.  Everything is cleaned on entry and after use.  Medication will be stored in setting unless required to be transferred between setting and parent, via plastic tub. |  |
|  | Lunch boxes, juice cups and personal belongings. | | Children must come with labelled juice cups and lunch boxes. Lunches must be in a plastic box that together with juice cup will be wiped down at start of each session.  Children must be provided with a wipeable labelled bag, with enough spare clothes, including pants, socks and shoes and if applicable nappies, wipes and nappy bags to be stored in setting to prevent bags coming in and out on a daily basis. Bags to be wiped down on entry by staff gloved. Bags stored in setting. |  |
|  | Clothing | | Children must come in a clean set of clothes each day. |  |
|  | Hygiene practices. | | Children will be supported with hygiene routines, to use tissues, mirrors and the bogey bins to wipe noses  Catch it Bin it Kill It.  To wash hands and how to use the crease of their arms to cough and sneeze. Please see our songs.  Regular reminders to children within the daily routine E.g. On arrival, before and after eating, after intimate care, using the toilet, after sneezing or coughing and as required etc |  |
|  | Intimate care | | All areas will be cleaned before and after use. Staff will be gloved, aprons on and have a face shield. As normal.  You must provide nappies, wipes and nappy sacks. We can store this in setting for your child’s personal use. |  |
|  | Cleaning of setting | | The setting  All surfaces, equipment and resources will be cleaned daily and as required during the day to prevent contamination and direct transmission. We will include, age appropriate, and educate the children with these routines using appropriate product COSHH records held. |  |
|  |  | |  |  |