

# North Hinksey Preschool and Childcare Clubs

## Coronavirus (COVID 19) Risk Assessment. Date- 06/01/2021

<b>Activity being Risk Assessed:</b>	Re opening Preschool to Children during Coronavirus outbreak
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<i>Drop off and collection times</i>	<i>Children, Staff, Parents, wider community</i>	<i>Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times.</i>	<b>Contact families to notify times</b> <b>Put out cones for social distancing spacing.</b>	<i>Ruth/ Linda</i>	
		<i>One parent to drop and pick up the children at a gate to the side of the preschool. Parents are to demonstrate social distancing at all times. A member of staff will be at the gate to welcome children and take the register. Key persons will accompany children down the back of the building. Parents will wear masks at collection and drop off.</i>	<i>Spoken to residents around use of shared drive. Contacts exchanged with residents. Parents notified about wearing masks in Covid Policy.</i>	<i>Ruth</i>	
		<i>Only children who are symptom free or have completed the required isolation period ( should that of been required) attend the setting. On arrival at the Pre-school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of</i>	<i>Outlined to parents in policy and agreed by them in signed declaration.</i>  <i>Parents are notified in the policy the link to the guidelines reference testing and isolating.</i>	<i>Ruth/ Linda</i>	

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		<p><i>COVID-19 (high temperature or a persistent cough, loss of taste and smell). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed, an isolation period conducted and agreed return with preschool or current isolation guidelines followed.</i></p>			
		<p><i>No toys, teddys or blankets (or similar) to be brought in from home. Minimal possessions to be brought to Preschool</i></p>	<p><i>This is outlined in policy, agreed in declaration and policed by Ruth/ Linda</i></p>		
		<p><i>Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting. Hand sanitiser will also be used, by adults. Encourage children to avoid touching their face, eyes, nose and mouth.</i></p>	<p><i>Staff need to supervise hand washing and application of hand sanitiser. <b>Staff need to teach children songs and rhymes to reinforce these message and the correct way of hand washing</b></i></p>	<p><i>Staff</i></p>	
		<p><i>All children coming to the setting should avoid all non-essential public transport travel, and</i></p>	<p><i>Outlined in guidance from government shared through policy.</i></p>		

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		<i>outside of setting hours, follow national guidelines for social interaction.</i>			
		<i>Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting as we are unable to guarantee social distancing to keep them safe.</i>	<i>Ruth has rung parents and explained the situation personally and asked if there is anything else we can do to support them as families.</i>	<i>Ruth</i>	
		<i>Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48 hours after symptoms have ended.</i>	<i>This is outlined in the policy, and parents need to be honest with the setting</i>	<i>Ruth/ Linda</i>	
		<i>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</i>	<i>Outlined in policy</i>		
		<i>Children taking time to settle after prolonged break and change in routine.</i>	<i>Ruth has spoken to parents to reiterate they will need to drop their children off at the gate so they can prepare them.</i>	<i>Ruth</i>	

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<i>Physical distancing/ grouping</i>	<i>Children, Staff, Parents, wider community</i>	<i>Childrens sessions will be organised into small groups of attendance, wherever possible these small groups or "bubbles" should not mix during the week.</i>	<b>Maintain social distancing during induction and preparation of setting.</b>	Ruth/ Linda/ Staff	
		<i>Staffing should be consistent within groups. Care routines including provision of snacks would be carried out by staff in group.</i>	<i>If staff are sick and whole group not needing to self isolate the group will close.</i>	Ruth/ Linda	
		<i>Groups are consistent on Monday, Tuesday, Wednesday and second group Wednesday, Thursday and Friday so indoor and outdoor space will need cleaning on Wednesday night and Friday. Groups are kept small and within ratio.</i>	<i>Resources will need cleaning between groups too. Space restricts numbers as does staff able to work, allowing for possible sickness once open.</i>		
<i>Play and Learning</i>	<i>Children, Staff, Parents, wider community</i>	<i>Implement small groups for social distancing where possible.</i>	<i>Social distancing with children so young is not possible in a setting</i>		
		<i>Minimise the resources available to those that can be cleaned effectively. Remove all soft toys, sort furnishings dressing up, loose parts inside and out.</i>	<b>Only keep resources that can be cleaned through going through the dish washer or cleaned with disinfectant.</b>  <b>This will require adult supervision</b>	Staff  Staff	

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		<i>Ensure children, and staff wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</i>			
		<i>Where possible provide individual resources such as play dough- make own, play with it, take it home.</i>	<b>This will require adult supervision</b>	Staff	
Children's Wellbeing and education	Children	<i>Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</i>	<b>Staff will need to devise games and activities to support this</b>	Staff	
		<i>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 (in an appropriate way) and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</i>	<i>Staff will need to understand the children's individual experiences during this time.</i>	Ruth, parents and staff	
		<i>Staff will need 1:1 supervisions and catch up conversations on both their own wellbeing and that of the children in their care.</i>	<b>Ruth will maintain supervision meetings and see all staff over the weeks, through alternating days and keep whatsapp communications going also.</b>	Ruth and Staff	

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<i>Toileting and cleaning up of accidents.</i>	<i>Children, staff and families</i>	<i>Children should be supported to do as much for themselves as possible. (as we would anyway at this time of year, with this age group)</i>	<b>Staff will be limited to support their group of children</b>	Staff	
		<i>Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space.</i>	<b>Staff need to supervise how many children are using the facilities at a time</b>	Staff	
		<i>If an accident happens whilst it is dealt with no one else should use the bathroom.</i>	<b>Staff to wear usual PPE to support children and clean the toilets, sinks and floor as usual.</b>	Staff	
		<i>Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</i>	<b>If necessary anyone needing the toilet during a time of cleaning the Hive toilet should be used (supervised)</b>	Staff	
<i>If a child starts displaying symptoms.</i>	<i>Children, staff and families</i>	<i>If a child begins displaying a continuous cough or a high temperature, loss of taste or smell they should be sent home to isolate per the guidelines.</i>	<b>Parents would be notified and expected to collect the child as soon as possible. Parents must agree to prompt collection within the new contract, before child starts back a preschool. If a parent cannot agree to prompt pick up, then the child cannot return to preschool. Parents to confirm emergency contact details before child returns, to ensure we</b>	Linda and Ruth to check details	

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			<i>have correct telephone numbers.</i>		
		<i>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.</i>	<b><i>The member of staff waiting with the child should wear apron, gloves, mask, and visor whilst waiting with the child. We will move the Child to the office. If the child is not well enough to walk to the gate we will allow parent to come in and collect them.</i></b>	Staff	
		<i>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</i>	<b><i>This should be once the child has left the premises with everything cleaned that the child has been in contact with, whilst waiting collection.</i></b>	Staff	
		<i>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.</i>	<b><i>The mask, gloves and apron need to be double bagged and thrown away. The visor needs to be disinfected.</i></b>	Staff	
		<i>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)</i>	<b><i>The Manager will follow up how the child is, and we ask parents keep us upto date with the outcome. If the child is tested (negative</i></b>		

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			<i>result) and they are well they may return to the setting.</i>		
Staffing	Attendance	<i>Staff should only attend the Preschool if they are symptom free, and have completed the required isolation period or achieved a negative test result, if they have been unwell, or follow Track and Trace guidance.</i>	<b>Staff to be vigilant on health and stay away if unwell.</b>		
		<i>If Staff are feeling unwell they should remain home until they are sure it is not Corona Virus- air on the side of caution, as some people are testing positive without the 3 main symptoms.</i>	<b>Staff must get a test, or self isolate for 10 days (they will not be paid for self isolation) so having a negative test means they can return to work, unless they have been track and traced, where by even with a negative test result they stay home until date Self isolation ends.</b>		
		<i>Return to work interviews must risk assess staff' ability to return to work.</i>	<b>Testing is available to all key workers and their households.</b>		
		<i>Consideration should be given to limiting the number of staff in the Preschool at any one time to only those required to care for the expected occupancy levels on any given day.</i>	<b>Current government guidance to be followed. Staffing reduced to mitigate risk.</b>		
		<i>All staff coming to the setting should avoid all non-essential public transport travel,</i>	<b>Practitioners to receive a copy of policy and risk assessment documents before</b>		

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		<i>whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.</i>	<b>return. A copy will be retained at preschool signed by all staff to say that they have received and read a copy.</b>		
		<i>Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.</i>	<b>As above, followed up with staff induction to clarify any misunderstanding.</b>		
Food Preparation, snack and lunches	Children, staff, families				
		<i>Staff and Children MUST wash hands before prep or eating. Staff must wear gloves to support children and prepare food as usual.</i>			
		<i>Staff to handle eaten food as little as possible, by encouraging children to clear up for themselves.</i>	<b>Children and staff to put their own rubbish in the bin, then wash their hands. Staff to clear tables with disinfectant as usual. Throw away cloth.</b>		
		<i>Parents should supply lunch containers that enable children to be independent and open packaging themselves.</i>			

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		<i>Preschool to provide simple self-sufficient snacks. Children will be provided with milk</i>	<b>Satsumas, half a banana, biscuit etc to reduce handling.</b>	<i>All</i>	
<i>Workforce and Parents</i>	<i>Physical distancing/ grouping</i>	<i>Wherever possible, staff should remain with the small group of children, the “bubble” of children who they are allocated to and not come into contact with other groups.</i>	<b>Speak to staff during induction</b>	<i>All</i>	
		<i>Social distancing must be maintained during breaks/ drinks in kitchen.</i>	<b>Staff are not currently having a break away from children as they have agreed.</b>	<i>ALL</i>	
		<i>Staff members should avoid physical contact with each other including handshakes, hugs etc.</i>	<b>Induction/ common sense</b>	<i>All</i>	
		<i>Where possible, meetings and training sessions should be conducted through virtual conferencing.</i>	<b>Also continue whatsapp communication to hand over messages</b>	<i>Ruth/ Linda</i>	
<i>Training</i>	<i>Children, staff, families</i>	<i>All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.</i>	<b>Share and sign Risk assessment and cleaning of non-clinical settings document to all staff to digest prior to returning. All staff complete infection control training educate and print certificates</b>	<i>Ruth/ Staff</i>	
<i>Parents communications</i>	<i>Children, staff, families</i>	<i>Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to</i>	<b>Share policy and Risk assessment with parents following agreement with committee</b>	<i>Ruth Committee</i>	

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		<i>ensure the safety of their children and themselves.</i>	<b>All families to return contract electronically before attending.</b>	Parents	
Visitors	Children, staff, families, wider community	<i>Visitors will not be allowed onsite during opening hours with the exception of apprentice assessor (who can visit the Hive if in agreement with apprentice)</i>	<b>Social distancing would need to be adhered to.</b>	Assessor/ Apprentice	
		<i>Potential parent visits will need to be conducted virtually</i>	<b>Ruth has made a virtual tour to share and can whats app parents for discussion should they wish.</b>	Ruth	
		<i>Maintenance visits would be out of hours and followed by cleaning of all areas visited</i>	<b>Limit maintenance required at this time</b>	Ruth	
PPE	Children, staff, families, wider community	<i>Wearing a face covering or face mask in schools or other education settings is <b>not recommended.</b> Face coverings may be beneficial for short periods indoors such as public transport or in shops. This does not apply to schools or other education settings.</i>	<b>Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus</b>	All	
		<i>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are</i>	<b>The setting provides PPE in aprons, gloves and a visor and medical grade mask for First Aid.</b>		

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		<i>not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: During intimate care and First Aid, food preparation.</i>			
Cleaning	Children, staff, families, wider community	<i>Clean AND disinfect frequently touched surfaces throughout the day.</i>	<b><i>This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</i></b>	All	
		<i>Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</i>	<b><i>Insure we maintain adequate stocks of cleaning products</i></b>	All	
		<i>Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</i>		All	
		<i>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</i>		All	
		<i>Put resources through dish washer if possible</i>		All	

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		<i>Clean outdoor resources in the same way, spray large structures with Milton at the end of sessions.</i>		<i>All</i>	
<i>Office and electronic cleaning</i>	<i>Children, staff, families, wider community</i>	<i>Clean electronics throughout the day, decontaminate phone after use</i>	<b><i>Exploring individual headset for phone to enable being mobile.</i></b>	<i>Ruth/ Linda</i>	
		<i>Clean office as part of daily on going cleaning</i>		<i>Ruth/ Linda</i>	
<i>Disposal of potentially contaminated waste</i>	<i>Children, staff, families, wider community</i>	<i>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:</i> <ul style="list-style-type: none"> <li>• <i>the individual tests negative; waste can then be put in with the normal waste</i></li> <li>• <i>the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</i></li> </ul>		<i>All</i>	
<i>Finances</i>	<i>Children, Staff families and wider community</i>	<i>We are using flexible furlough to help cover loss of income from less parental fees and reduced hours</i>	<b><i>Continue to monitor spending and reduce costs. Regularly review staffing numbers to maximise furlough until April.</i></b>	<i>Ruth and Linda</i>	

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		<i>Use forecasting to track income versus expenditure</i>	<b><i>Meet with committee to update current situation</i></b>	Ruth and Committee	
		<i>We are awaiting confirmation of funding and whether to close for all children to stay open for Key workers families</i>	<b><i>If we lose funding we must consider total closure to protect our long term viability. We must consider longer term options at the end of furlough such as further redundancies, staffing hours reduction</i></b>	Ruth and Committee	

Risk Assessment Completed by (Name):	Ruth Vaughan	Job Title:	Setting Manager	Date:	06/01/2021
Authorised by Line Manager (Name):	Stuart Dashwood	Job Title	Chair	Date:	

Shared with	Name	Signed	Date
	Ian Fitchett		
	Linda Kitching		
	Ali Kennett		
	Karen Warmington		
	Natalia Gonzalo		
	Sharon Beadle		
	Lucia Boue		

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