

Coronavirus (COVID-19) Risk assessment		
Tollerton Playgroup	Assessment by: Committee and Staff	Date: May 2020 Reviewed August 2020
Review Date: August 2020	high risk medium risk low risk	

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off And collection	<ul style="list-style-type: none"> <li>• Social distancing to be adhered to at all times.</li> <li>• Parents are to demonstrate social distancing at all times. A member of staff will be at the door to welcome children and take the register. Bags/ lunchboxes left at the outside table.</li> <li>• Only children who are symptom free or have completed the required isolation period attend the setting.</li> <li>• 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 COVID-19 (high temperature or a persistent cough). 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 and agreed return with preschool or current isolation guidelines followed.</li> <li>• No toys, teddys or blankets (or similar) to be brought in from home.</li> <li>• Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting.</li> <li>• Encourage children to avoid touching their face, eyes, nose and mouth.</li> <li>• All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.</li> </ul>	<p>High risk Non compliance of protocol by stake holders – allowing possible cross contamination. Ensure full transparency of protocols to parents, staff and after school provision.</p> <p>Medium Risk Spread of normal illnesses that children spread, coughs, colds, tummy bugs</p> <p>Low Risk All protocols followed by all stakeholders</p>

		<ul style="list-style-type: none"> <li>● 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.</li> <li>● Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48hours after symptoms have ended.</li> <li>● Any child who displays signs of a cold will not be allowed in preschool until 48hours after symptoms have ended.</li> <li>● Only parents 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 adult per family and stagger the timings where possible. No buggys or siblings into preschool.</li> <li>● All measures should be taken to minimise contact between the parent and other children and staff members.</li> <li>● Children to be collected from the door. Staggered collection times. Parents to wait at 2m intervals, marked out. One member of staff to monitor.</li> <li>● Parents are able, where necessary to settle their children into Playgroup. Face coverings will be required for all adults visiting and contact details kept.</li> </ul>	
	System of Controls	<p>Playgroup is required to undertake the following actions</p> <p>Prevention</p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those who have Covid -19 symptoms, or who have someone in their household who does, do not attend settings.</li> <li>2. Clean hands thoroughly more often than usual.</li> <li>3. Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach.</li> <li>4. Introduce enhanced cleaning</li> <li>5. Minimise contact between groups where possible</li> </ol>	

	<p>6. Where necessary wear appropriate PPE Numbers 1-4 must be in place all the time.</p> <p>Response to any infection</p> <p>7. Engage with NHS track and trace process</p> <p>8. Manage confirmed cases of COVID 19 amongst the setting community.</p> <p>9. Contain any outbreak by following local health protection team advice</p> <p>10. Notify Ofsted</p>	
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</li> <li>2. Parents to leave the site promptly after dropping off children.</li> </ol> </li> <li>● Minimise the resources available to those that can be cleaned effectively.</li> <li>● Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> </ul>	High Risk Parent /staff protocol not followed
Childrens Wellbeing and education	<ul style="list-style-type: none"> <li>● 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.</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>	Low risk Staff supporting children and families to explain restrictions and anxiety
If a child starts displaying symptoms.	<ul style="list-style-type: none"> <li>● If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.</li> <li>● A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated . If it is not possible to isolate them move them to an area which is at least 2</li> </ul>	High Risk Protocol in emergency situation to be STRICTLY adhered to  Medium/Low Risk

		<p>metres away from other people. A window should be opened for ventilation.</p> <p>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.</p> <ul style="list-style-type: none"> <li>● 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> <li>● The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours</li> <li>● The person responsible for cleaning the area should wear appropriate PPE (available in the emergency box)</li> <li>● In the event of a staff member developing suspected coronavirus symptoms whilst working at the preschool, they should return home immediately and isolate at home in line with the NHS guidance <ul style="list-style-type: none"> <li>● If a child or member of staff becomes ill then they must be tested. They will only be allowed back to preschool after a negative test result or appropriate isolation has finished.</li> <li>● It is suggested that all other staff and children that have been in contact with them also get tested.</li> <li>● If there is a positive test result, all other children and adults in that bubble must get tested and can only return after a negative result. There is no need to test members of their household unless they have a positive result.</li> </ul> </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)</p> <ul style="list-style-type: none"> <li>● Staff will follow guidance on "System of controls"</li> </ul>	<p>All appropriate PPE available in Emergency Box including laminated protocols</p> <p>Testing is available to all families and staff who display symptoms</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.</li> </ul>	<p>Low Risk Government Guidance/ PHE guidance and DFE guidance to be followed at all times</p>

		<ul style="list-style-type: none"> <li>● Risk assessing regularly for all staff.</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 minimise social interactions, as per the national guidelines.</li> </ul>	<p>Staff to follow all protocols.</p> <p>Testing available to all staff (and their household) if symptomatic</p>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> <li>● Social distancing must be maintained during breaks.</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 socially distanced meetings/ virtual conferencing/ phone/ message</li> </ul>	<p>Low Risk</p> <p>Staff protocol on working</p> <p>All staff contact digital</p>
	Training	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	<p>Low risk</p> <p>All staff have had training in Infection Control and Coronavirus Wellbeing (May 2020)</p>
	Physical distancing	<ul style="list-style-type: none"> <li>● Only parents 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 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the preschool boundaries whilst maintaining social distancing guidelines.</li> <li>● Consider allowing parents to enter the Pre-school for the purpose of settling In sessions 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 and parents will be required to wear face coverings and maintain hand hygiene and social distancing.</li> </ul>	<p>High Risk</p> <p>Parents not following protocol</p>

Parents, committee and Visitors	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> <li>Committee to clearly and promptly keep all staff informed of changes and details of wages, policies etc.</li> </ul>	Low risk Information sent by e mail/ message or fb
	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).</li> <li>All committee involvement, should where possible, be conducted via virtual conferencing such as zoom.</li> </ul>	Low risk Visitors to site not encouraged If essential all protocols followed
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>Wherever possible staff and parents should travel to the Pre-school using their own transport or on foot.</li> </ul> <p>If public transport is necessary, current guidance on the use of public transport must be followed.</p>	High risk PPE to be used if any staff or children are travelling by public transport
PPE	Both Workforce and children	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in schools or other education settings is not recommended for staff or children. Face coverings should be worn in line with Government guidance, 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 shops. We do however require all visitors to the setting to wear face coverings, including any parents who come inside the building. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</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 should continue to receive their care in the same way</li> </ul>	Medium/Low Risk PPE not necessary for staff as per Government Guidance, unless in emergency situation , where all PPE is provided. Usual protective wear for toileting/nappy/ first aid

		<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 fluid-resistant surgical 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 fluid-resistant surgical 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</li> </ul>	
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>● Clean AND disinfect frequently touched surfaces throughout the day. Including at the start and end of each day.</li> <li>● This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>● Wear one pair of 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>● A fogging deep clean will take place on a regular basis</li> </ul>	<p>Medium/Low Risk Daily cleaning regime to be strictly followed, before , during and after sessions.</p> <p>Cleaner will continue with Daily cleaning- undertaken early morning</p> <p>Soft furnishings and Dressing Up removed</p> <p>Before opening on June 1<sup>st</sup> “fogging” deep clean has been arranged Before start on Sept 1<sup>st</sup> “fogging “ deep clean booked</p>
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> <li>● Regularly clean electronics, such as keyboards and telephones throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
Toys and equipment		<ul style="list-style-type: none"> <li>● No soft furnishings or toys to be available.</li> <li>● Messy play must be limited to small groups.</li> <li>● Scissors, pens and pencils, paint brushes – very limited items available, must be wiped down between use.</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
		<ul style="list-style-type: none"> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>

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REVIEWED BY:		COMMENTS:	