|  |  |  |
| --- | --- | --- |
| **Mayfield Preschool, East Sussex** | Date: 19th March 2020Reviewed Date: 10th June 2020 | Red – high riskYellow – medium riskGreen - little or no risk |
| **Covid-19 Pandemic Risk Assessment** | Review Date: 9th September 2020 |

|  |  |  |
| --- | --- | --- |
| **Entrance:Drop off/Pick up** | **Recommendation** | **Risk/Level of Risk** |
| Children | To be assisted by an adult to wash their hands with anti bacterial soap before entering the main room. Hands to be dried using disposable paper towels and binned. | Children can manage handwashing independently with adult guidance. |
| Parents | Parents to drop at gate. | Parents may have to come on site but must stay within outdoor grounds rather than in the building, to minimise risk. |
| To wash their hands with anti bacterial soap before entering the main room. Hands to be dried using disposable paper towels and binned. Antibac hand gel provided too. |
| Entrance | Locks, handle, latch to be sprayed at the end of the day with disinfectant. |  |
| Visitors | To suspend all visitors that are due to look around the setting. Visits to be rescheduled for out of hours. Only visitors linked to vulnerable groups may be admitted if by prior arrangement and wearing masks on site. | Risk of unknown person entering ‘bubbles’ and bringing infection with them. |
| Staggered start/pick up times | Children given staggered start and finish times to minimise the risk of groups of parents meeting and make distancing easier. Path to be lined with 2m strips and signs placed to remind of social distancing rules. | Risk that parents may linger on Meadow and not follow distancing rules. (Parental agreement put in place to stipulate government guidelines must be adhered to). |
| Settling in Sessions | New to the setting families and children can have a 30 minute settling in session. This will be conducted with social distancing measures between adults and within the outside space. Strict times will apply and no more than two settling in sessions will take place at any one time.NB: Vulnerable and SEN children may require a further session to help them, and family settle. These will take place within the above guidelines. | Risk of unknown person entering ‘bubbles’ and bringing infection with them.Hand sanitising will be carried out at gate and parent will not touch equipment to lower risk.Risk of extra adult in session entering group more frequently. |
| **Items from home** |
| Lunch boxes | Lunch bags will be in fully disposable packaging and fully binned after lunch session to avoid taking any germs/infection home. | Bags contained in bubbles to lower risk. Fully binned in plastic bag, sealed and placed in bin outside. Minimal staff contact. Children only in contact with own item. |
| Lunch bags to be placed in correct age box (butterfly/caterpillar) at start of day by parent, and collected during the morning by member of staff. Content will be sprayed with dettol and placed in fridge.  |
| Water bottles | Water bottles to be placed in correct tray at start of day by parent, and collected during the morning by member of staff. Children can help themselves to own water bottle.Tray to be placed back outside gate prior to pick up, for parents to take. |  Minimal staff contact. Children only in contact with own item. |
| Toys and dressing up | No toys/dressing up from home at this time. | No Risk |
| Comforters | Comforters may be brought in to preschool in the child's bag should they need it if distressed, or if tired and napping. Comforters will remain in bag if not needed. | Minimal staff contact. Children only in contact with own item. Other children not permitted to touch another child's comforter and child will not be walking around or playing with comforter in hand. |
| Change bags | Bags to be hung on individual children’s pegs by children on the way in, before they wash their hands. Staff members to put PPE (gloves and apron) on prior to collecting bag to changing child if needed, and remain in PPE until bag is placed back on peg. | Staff wearing correct PPE on contact. Children do not need access to bags during the day and will spend little time in cloakroom. |
| **Inside** |
| Soft Furnishings | Cushions, drapes, blankets, soft toys are to be cleaned and removed from being used within the setting during the outbreak. | No Risk |
| Sensory Items | All sensory play such as playdoh, rice, pasta, slime, sand to be ceased from use during the outbreak. | No Risk |
| Toys | All to be disinfected after being used and before being put away. | Children will be using toys all day. Staff will be vigilant with toys that go near mouths (removing to clean immediately) and reminding of handwashing. |
| All toys with soft parts or small parts that are hard to clean, to be stored away and not used at this time. |
| Tables | To be cleaned regularly throughout the day. | Deep clean to be conducted after every full session. |
| Toilets | To be cleaned on an hourly basis throughout the day. | Deep clean to be conducted after every full session. STAFF MUST WEAR MASK WHEN CLEANING TOILETS IN EVENING AS NO LIDS – RISK OF SPLATTER? INHALATION OF FLUIDS |
| High use areas | Cleaned and disinfected at the end of the session. (Dependant on use, if we are inside more during the day then to be cleaned more regularly). | Deep clean to be conducted after every full session. |
| Windows | Windows will be opened throughout the session to ensure good airflow. | Deep clean to be conducted after every full session. |
| **Hygiene** |
| Staff | To wash hands on a regular basis using anti bacterial hand soap, including on entry to preschool. To use alcohol hand gel after. Hands to be dried on disposable paper towels. | Gels and soaps provided. |
| Children | To wash their hands with anti bacterial hand soap. To use foam non alcohol hand sanitiser and then to be dried on paper towels. | Gels and soaps provided.Posters placed round setting. |
| Educate the children on the spread of germs. A poster with prompts has been put up. Adopt ‘catch it, kill it, bin it’ method across setting, demonstrate coughing into elbow. |
| Hand washing | To be done when coming in from outside play and before food is consumed. Washing hands also after wiping noses. Hands are to be dried using a disposable paper towel, which must then be binned. | Staff monitor hand washing to ensure it is being done properly and with regularity. |
| Snack Times | At this time, children will no longer help with self serving snack to minimise the spread of germs.All staff preparing snack to wear protective clothing, disposable gloves and apron. | Children to sit 1 metre apart. Adult to wear usual snack prep PPE. Children to place bowls/cups in washing bowl after eating. Adult to transfer to dishwasher wearing gloves. |
| Children to sit a metre apart for snack time. |
| Nappy Changing | All staff to wear protective clothing, disposable gloves and apron. If ‘high fluids’ masks/face covering are available and all staff are aware of procedure for use. Nappies to be bagged and binned in outside bin for frequency of disposal. NOT SANITARY BIN. | Close proximity to child, high chance of closer interaction. |
| Dishwasher | Dishwasher will go on an intense cycle 60 degrees for all washing. |  |
| Cleaning | Paper towels will be used and then binned for wiping down surfaces.Any dishcloths used will be used for one purpose and then binned daily.Tea towels are to be used for **one** purpose only and then put into the washing bag. |  |
| Ipads/Kindles | To be wiped down with anti bacterial spray every evening. Staff members to stick to one ‘colour’ of kindle a day to avoid cross contamination. |  |
| Fridge/Kettle – drinks for staff | Cleaned nightly with anti bacterial spray. Staff to use own outdoor cups only. | Minimal contact, staff member preparing snack will prepare staff drinks wearing correct PPE. |
| Birthday Cakes | No blowing out candles on birthday cakes. | No risk |
| Clothing | Parents and staff have been requested to fully wash all clothing after every session attended. They must wash items according to NHS guidance on a 60 degree cycle. | Guidance given and agreements signed. |
| Sanitary Bin | During pandemic, operating practices and times for PHS sanitary have changed, meaning slots for changing bin could be missed. We will track this and ensure regularly changing of bin is carried out. All staff to bag items before placing in bin to lower risk of germs as bins may take longer to change. |  |
| **Social Distancing** |
| Parents/Adults | Path outside preschool marked up to show the 2m social distancing gaps, with signs to remind parents and other adults. | Parents may agree to follow guidance but we can not enforce this. Staff reserve the right to feel comfortable and remind parents of distancing regulations if they are breeched. |
| Staff | Staff will adhere to social distancing (in line with Government Guidelines) with each other and parents where possible. We will accept the risk at points (pick up and drop off). | Staff cannot always socially distance on site, and will not be distanced from early years children. At the gate, staff will try to adhere to 1m guidance but may have to get closer to help a small child come in more confidently. Staff on gate must rewash hands when finishing letting children in. |
| When interacting with children, staff will manage interactions sensibly and with what they feel comfy with. We acknowledge that young children can not be expected to follow distancing guidance |
| Children | Children will be sat a meter apart on named carpet circles for key times (registrations, snack, circle, story and singing times). | Risk of cross contamination and spread of infection from closer interactions – both to children and staff members.Risk of spreading germs and virus is high. Any child who is spitting or similar (at other children, resources or adults) will be asked to stop. If they cannot be stopped or distracted after half an hour of continuous act, parents will be called to collect them. |
| Children will be kept in ‘age bubbles’ (butterflies/caterpillars) for key times (story, singing and circle times, lunch and snack times). |
| Children can not engage in spitting, ‘bubble blowing’ or similar. |
| Attending Two settings | Children are permitted to attend two settings. We ask that parents give us details of joint setting so that we may communicate clearly with them in event of a possible Covid-19 case where shared child may have been in contact.  | Share setting risk assessment with other setting to ensure they know our procedures.  |
| **Relaying Information** |
| Parents | Parents are copied in on all correspondence that has been sent through by either County or the Government. The Government Action Plan Gateway has been forwarded onto them. | Parents to sign and return Parental Agreement regarding measures in place and government guidance. All are aware but we can not reasonably enforce or manage their choices and act in good faith. |
| A notice to be placed on the gate informing parents that all notices regarding updates about COVID 19 – coronavirus will be sent via Tapestry or email. |
| Tapestry and email will be used to keep all parents up to date with ideas for home learning and play for their children. Key policy and children's social stories will be added to a designated page on our website. |
| Accident books will not be available to sign by parents to minimise adult contact. A letter will be placed in child’s bag to make them aware of accident and treatment. Accidents will continue to be recorded in usual way in setting. |
| Forced Closure | All parents and staff will be notified via email or Tapestry should a closure be enforced or imminent due to numbers lowering. The committee will use their whats app group to also notify families. |  |
| Staff | All staff with pre existing conditions are aware that Statutory Sick Pay (SSP) is acceptable. All staff are aware that they can self isolate 14 days minimum if displaying symptoms. |  |
| Staff have access to furlough scheme and will be given a week’s notice if they are to be furloughed. Letters will be sent to end furlough time. Flexi furlough may also be introduced for part time |
| Staff have signed and returned Staff Agreements and Health Declaration. |

**Signed ……………………………………............................. Dated ……………………………………………….**

**Lauren Glasson – Pre School Manager**

**Signed ………………………………………………………………….. Dated …………………………………………………….**

**Paige Merrick – Pre School Deputy**

**Signed ………………………………………………………………….. Dated …………………………………………………….**

**Rebecca Morris – Pre School Committee Chair**

|  |  |
| --- | --- |
| **ONGOING DAILY RISK ASSESSMENT AND MEADURES ADDED** |  |
| Entering cold and flu season – children sneezing, coughing and spluttering more. | Visors purchased for staff to help them feel more at ease.Hand washing, tissue stations and hand gel available throughout setting and children reminded and helped to use. |
|  |  |
|  |  |
|  |  |