

Health and Safety Coronavirus (COVID-19) Risk assessment		
Establishment: Chandlers Chatters Playgroup	Assessment by: Sue Allen	Date: January 2021
Review Date: January 2021 Next Review Date: Continuous review in line with latest government guidance	<p><b>Red</b> – high risk</p> <p><b>Yellow</b> – medium risk</p> <p><b>Green</b> - little or no risk</p>	WE ARE NOW IN TIER 4 AND HAVERING IS CLASSED AS A “CONTINGENCY AREA”

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> <li>• Social distancing to be adhered to at all times.</li> <li>• Parents to drop children off at the main entrance where social distancing tape will be in place. Parents’ are to demonstrate social distancing at all times. A member of staff will be outside to welcome children. Children will be assisted with their Lunch bags/Coats by a member of staff.</li> <li>• Only children who are symptom free or have completed the required isolation period attend the setting.</li> <li>• No toys, teddys or blankets (or similar) to be brought in from home.</li> <li>• Once children enter the setting staff will take them to wash hands thoroughly on arrival. Handwashing will also take place throughout the day</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> <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> </ul>	<ul style="list-style-type: none"> <li>• PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING.</li> <li>• Families will not stick to social distancing</li> <li>• Families will not be truthful about household health</li> <li>• Children will want toys/teddies/blankets from home, raising risk of contamination</li> <li>• Only 1 adult per family to drop off/collect, limit siblings that come with them where possible.</li> <li>• Staff will not challenge families about health</li> <li>• Hands will not be washed thoroughly</li> <li>• Children will touch face, hands, mouth</li> <li>• Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>• Families not telling us children have had medication</li> <li>• Enough staff in to ensure children can adapt easier to routine changes</li> </ul>

		<ul style="list-style-type: none"> <li>• Any child who displays signs of a cold will not be allowed in preschool until 48hours after symptoms have ended and a negative test result.</li> <li>• Children taking time to settle after prolonged break and change in routine.</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 <u>1 adult per family</u> and stagger the timings where possible.</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.</li> </ul>	
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 promoting catch it, bin it, kill it</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing is virtually impossible with early years children.</li> <li>• Parents will gather in social groups outside premises.</li> <li>• Children will not understand they cannot explore the setting (free flow) or self- select toys and resources.</li> <li>• Catch it, kill it, bin it,</li> </ul>
Children's 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> <li>• Minimise contact and mixing by altering as much as possible the resources.</li> <li>• Removal of soft furnishings/toys that are hard to clean.</li> <li>• Government reasoning-best place to learn and important for Mental Wellbeing to have social interaction with peers.</li> <li>• The garden will be used as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Continue Rhymes/Songs/Theme</li> <li>• Staff awareness of children's needs and abilities</li> <li>• Follow current guidance on changes to EYFS, relevant to Covid 19 response daily</li> <li>• Staff awareness of children needing more reassurance.</li> <li>• Children impacted by some limited resources negative impact on mental wellbeing.</li> <li>• Staff will be focused on cleaning.</li> </ul>

	Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> <li>• Children should be supported to do as much for themselves as possible.</li> <li>• Limit number of children using sinks, queues to be in cloakroom to allow for more space.</li> <li>• Children should not attend if unwell.</li> <li>• If an accident happens whilst it is dealt with no one else should use the bathroom.</li> <li>• 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.</li> <li>• Children own clothes to be used where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Children struggle to wait their turn.</li> <li>• Children use to free flow with toilets, they may try to help others</li> <li>• Not being cleaned properly</li> <li>• Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom</li> <li>• Parents will not send in spare clothes of enough of them</li> </ul>
	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, loss of taste/smell Diarrhoea, vomiting and abdominal cramps 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 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. 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. 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> </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>• Parents must agree to prompt collection. If a parent cannot agree to prompt pick up, then the child will not be able to stay that day.</li> <li>• Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> </ul>
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> <li>• Members of staff at high risk will be protected by the settings Manager from harm ensuring that Health and Safety risks are met.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be vigilant on health and stay away if unwell. This will also apply if a child shows symptoms</li> <li>• Testing is available to all key workers and their households.</li> <li>• Current government guidance to be followed.</li> <li>• Practitioners to receive a copy of policy and risk assessment documents before return. A copy will be</li> </ul>

		<ul style="list-style-type: none"> <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> <li>• 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.</li> </ul>	<p>retained at preschool signed by all staff to say that they have received and read a copy.</p> <ul style="list-style-type: none"> <li>• Policies/Procedures/risk Assessment will be available for parent to read via e-mail which will be sent to them</li> </ul>
	Drop off	<ul style="list-style-type: none"> <li>• On arrival staff will be asked if they or any member of their household have any symptoms of COVID-19 (high temperature/cough or loss of taste and smell Diarrhoea, vomiting and abdominal cramps). If the answer is yes, they will be told to leave the setting. The member of staff cannot return until a negative test result has been confirmed and agreed return with the playgroup or current isolation guidelines followed.</li> <li>• Daily temperature taken</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will not be truthful about own/household health</li> </ul>
	Wellbeing	<ul style="list-style-type: none"> <li>• Staff will be focused on children and cleaning as they go along</li> <li>• Socialisation and interaction will be different, with a limit to other adults and children This is NOT possible</li> </ul>	<ul style="list-style-type: none"> <li>• Unnatural and unsettling environment-negative impact on wellbeing</li> <li>• Culture of constant cleaning may instil anxiety in staff and children</li> </ul>
Food Preparation, snack and lunches		<ul style="list-style-type: none"> <li>• Spread children out at tables'</li> <li>• Children to bring their own fruit/cup in a plastic bag.</li> <li>• Staff and Children MUST wash hands before prep or eating,</li> <li>• Staff and children MUST wash hands after eating.</li> <li>• Adults to handle eaten food as little as possible.</li> <li>• Children and adults to be responsible for their own food rubbish.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular hand washing before prep and eating.</li> <li>• Regular hand washing after eating.</li> <li>• Children and staff to put their own rubbish in the bin.</li> <li>• If children are very messy, staff need to use appropriate PPE to clean.</li> <li>• Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere. Some Children do not attend over lunch period</li> </ul>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• Wherever possible, staff should maintain social distancing</li> <li>• Social distancing must be maintained during breaks.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.</li> </ul>

		<ul style="list-style-type: none"> <li>Where possible, meetings and training sessions will follow social distancing or conducted via phone/e-mail or whatsapp group.</li> </ul>	
	Training	<ul style="list-style-type: none"> <li>All staff members must receive appropriate instruction and training on Covid-19 and infection control the standard operation procedure and risk assessments within which they will be operate.</li> </ul>	<ul style="list-style-type: none"> <li>Training available online for infection control and covid 19. Certificates to be presented/emailed before start date.</li> </ul>
	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. 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.</li> </ul>	<ul style="list-style-type: none"> <li>Parents not following social distancing guidelines will be asked to leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the family will have current guidelines, policy and social distancing measures reinforced to them</li> <li>Allowing parents to enter premises can put staff and children at risk.</li> </ul>
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>The Manager will keep all staff informed of changes and details of wages, policies etc.</li> </ul>	<ul style="list-style-type: none"> <li>Policy and contract to be sent out to each family before return</li> <li>All families to return a signed contract before return</li> </ul>
	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>Where essential visits are required these should be made outside of the usual Pre-school hours where possible.</li> <li>All meetings will be conducted in the hall social distancing.</li> <li>New family show rounds should be done virtually or outside of preschool hours following social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Unannounced visitors not to be admitted</li> <li>Visitors by appointment only</li> </ul>
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. If public transport is necessary, current guidance on the use of public transport must be followed.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance not followed</li> </ul>
PPE	Both Workforce and children	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in playgroup or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where</li> </ul>	<ul style="list-style-type: none"> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for</li> </ul>

		<p>social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings unless they wish to. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <ul style="list-style-type: none"> <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, 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> <li>• If a child 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 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>	<p>example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> <li>• Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately.</li> <li>• Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks and eye shields only when a child becomes unwell.</li> <li>• PPE may not be available to purchase or be in short supply. Should this happen and all reasonable attempts to get more fails then preschool should close.</li> <li>• All PPE, personal and preschool, should be used according to current guidelines. The toughing of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.</li> </ul>
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Clean AND disinfect frequently touched surfaces throughout the 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> </ul>	<ul style="list-style-type: none"> <li>• Cleaning not completed thoroughly</li> <li>• Cleaning supplies not available</li> <li>• Cleaning implemented before closure to be continued.</li> <li>• Soft toys and furnishings to be removed from setting, where possible.</li> <li>• Resources not in use should be behind plastic covers and disinfected before use.</li> </ul>

Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> <li>Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>Staff must be aware of this strictly follow these rules throughout the session.</li> </ul>
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>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.</li> </ul>	Staff must be aware of the disposal of certain contaminated waste
Name	Signature		Date