**Early Years setting COVID 19 Risk Assessment – July 2021**

This risk assessment tool can be used as a template for your own settings COVID-19 risk assessment in readiness for the new academic term in September.

If you need specialist Public Health advice to help make local interpretation of any part of the guidance regarding transmission risks, please contact [publichealth@wiltshire.gov.uk](mailto:publichealth@wiltshire.gov.uk)

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| **Name of Setting** | **Broad Town Pre-School** |
| **Name of manager** | **Jennifer White** |

**KC & JW met 23rd August 2021 and discussed the relaxation of rules and the impact that would have on our Pre-School. We decided as the infection rate is at high levels in our local community we will continue will all previous measures and review again in October.**

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| **Section Updated** | **Date** |
| **4** - Visitors/contractors/suppliers on site | 9/9/21 |
| **9**- Lack of staff training | 9/9/21 |
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| **RISK** | **CONTROL MEASURES TO CONSIDER** | **LOCAL APPLICATION OF MEASURES** |
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| 1. **Maintaining distancing and reducing contact – adults and multiple settings** |  |  |
| Numbers of parents and children at entrances and exits impede social distancing. | * Instructions for parents/carers on distancing rules on site. * Signage. * Use of different entrances/exits for different groups. * Only one parent/carer to accompany child. * Staff on duty to supervise. * Main gate and inner gate – Minimise the need to touch the gate to reduce contamination. | Signs, Newsletter, Website, Facebook  On outside and inside gates and several places throughout outside area  N/A  Updated Covid-19 policy which has been emailed to all parents and can be found on our website and Facebook. (Sept 21)  Staff will ensure that the main gate is opened during drop off and pick up times to minimise the need to touch the gate to enter/leave.  **We ask that no parent closes the gate behind them** – a member of staff will ensure this is done before children are allowed to play outside.  If a parent arrives and the gate is shut, they are asked to buzz in the usual way and ask a member of staff to come and open the gate, or they can push the gate open with their foot if they prefer.  If a parent is leaving the premises they find the gate is shut, they have been advised to  ask a member of staff to open it for them.  If they do require hand sanitizer, they can ask a member of staff who will supply.  Staff continue to greet parents, children and essential visitors outside during pick up and drop off |
| Changes to setting routine cause vehicular and pedestrian traffic management issues. | * Encourage parents to walk/cycle to setting with children. * Minimise vehicles on site * Review traffic management risk assessment where changes to start/end of day apply. * Staff on duty to supervise. | Difficult due to location  N/A  Mentioned in newsletter about parking sensibly  1 member of staff outside supervising and ensuring snacks etc are placed in trays outside |
| 1. **Maintaining distancing and reducing contact – internal areas and play areas** |  |  |
| Number of children and room sizes impede the means to reduce contact | * Ventilation improved where practicable by having windows open. | All windows in classroom and toilet area are open at all times. Front and classroom doors always open |
| Number of staff and size of staff rest spaces impede the means to distance and reduce contact | * Removal of furniture to create more space. * Removal of communal equipment (mugs etc) * Staggered break times for staff. | N/A  Staff have their own named cups and are asked to not make drinks for other members of staff.  Staff breaks are staggered, but no separate space for rest breaks. Office can be used if not being used anyone else and cleaned after use. |
| 1. **Hygiene and Cleaning** | [**Guidance on cleaning non-healthcare settings**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) |  |
| Cleaning staff levels are insufficient to deliver enhanced cleaning regime. | * Confirm available cleaning staffing levels before wider opening. * Use of contractors or other setting staff for additional cleaning. * Agree the new cleaning requirements and additional hours for this. * PPE to be worn by cleaning staff as dictated by risk assessment. | Cleaner 1 hr per day after hours. Increased to 1.5hrs per day since November 2020  We do not use a contract cleaner, we have a private one.  JW spoken with cleaner to advise of deeper cleaning requirements.  PPE is available for cleaner and must be worn when cleaning after a suspected case during pre-school hours by staff dealing with the ill child. |
| Insufficient handwashing and hygiene facilities increase the risk of transmission. | * Children to handwash on entry to setting, before and after each break and lunch, before leaving setting and after using toilet. * Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative * Extra signage to encourage washing hands. * Ensure help is available for children who cannot clean their hands independently. * Hand gel dispensers at strategic locations around the site to complement handwashing facilities. * Supplies of tissues and lidded bins in each teaching space and classroom. * Promotion of the ‘Catch it, Bin it, Kill it’ campaign to children and staff. * Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. | Already have a strict frequent hand washing regime. Now also on arrival and before leaving. Sing songs to remind the children of the importance.  Good supply, double the demand  Signs in loo.  This has always been the case  Hand gel is located in several places throughout Pre-School and office.  Tissues are located in several places throughout Pre-School and office.  Poster displayed  Introduced cleaning nets and all equipment used is cleaned daily |
| Exposure to new hazardous substances (products) | * COSHH sheets to be kept for any new cleaning/sanitising products in use. * Additional cleaning staff to be made aware of the COSHH sheets. * Appropriate storage of hazardous substances. * Material data sheets to be made available for new and existing products. | EB discovered through research that we are required need to keep the coshh sheets provided by provider and not carry out individual risk assessments for each product.  No additional cleaning staff  Looked away in cleaning cupboard  Located in COSH folder in roller cupboard |
| 1. **Site and Buildings** | [**DfE Guidance on school premises management**](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak) |  |
| Visitors/contractors/suppliers on site increase the risk of transmission. | * Site visits only by pre-arrangement. * Information/signage for visitors informing them of the infection control procedures. * Deliveries and visits outside of setting opening hours where possible. * Provision of hand sanitiser at main setting entrance. * Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. | Yes – Social distancing tours for new families are taking place.  Visitors book logging Telephone number for Track & Trace. (No longer a requirement but decided to continue and review again in October)  N/A  Displayed  Yes  Any visitors will be provided with hand sanitiser  All deliveries to be placed in office |
| Changes affect normal emergency procedures. | * Review of fire assembly points to accommodate reduced contact and distancing where practicable. * Fire drill practice to train new arrangements. * Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. | Same as our procedure.  No new arrangements – same as always.  All procedures are regularly reviewed and this will continue. |
| Site security is compromised by new arrangements. | * Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the day (and locked if not fire doors). * Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. | Main gate securely locks with intercom system. Small gate is always shut with chain as extra precaution.  All windows and internal doors remain open during sessions |
| Building checks not taken place | * All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. | Only by Pre arrangement, following all measures in section 4 |
| 1. **Equipment and furniture** |  |  |
| Shared play equipment increases the risk of transmission. | * Individual items of play equipment and other shared items used for learning are to be cleaned between each use by each group or daily as required. | Wash Nets and antibacterial surface cleaner used.  Play equipment will be cleaned when appropriate |
| Increased manual handling tasks increase the risk of musculoskeletal injuries. | * Staff must not attempt to move large or heavy items unless they are fit to do so. | In line with our policy -Manual handling |
| 1. **Health and Wellbeing** |  |  |
| Inadequate staffing levels create supervision or safeguarding issues. | * Carry out an audit of all staff availability and review it regularly. * Introduce a process for staff to inform you if their health situation changes. * If there is a shortage of practitioners consider how you will manage this safely * Review your business continuity plan | Staffing hours and need constantly reviewed  Consider the need of more bank staff. Employed a new staff member in Oct on zero hr contract  Staff whattsapp group. Emergency contact form  Follow latest Government guidelines and our contingency plan which is reviewed monthly |
| Vulnerable / Extremely vulnerable children at higher risk of infection. | * Parents should follow current medical/government advice if their child is in this category. | Informed parents in our newsletter and constant communication via email and facebook |
| Person becomes unwell with Covid-19 symptoms in a setting | * Move to a pre-designated room where person can be isolated, with adult supervision if a child. * Ventilate the room if possible. * PPE should be worn if contact is required. * Inform parent/carer to arrange collection. * Cleaning regime after each usage of the space. * Follow the advice from health protection team | Isolate in office  Open windows  PPE available and staff aware  Staff are aware of procedure and cleaning measures  Displayed in office |
| Outbreak of Covid-19 within the setting (defined as more than 10% confirmed cases within a fortnight) | * Providers have awareness of the PHE “local outbreak management plan” * Providers will have written a business continuity plan that they will action in the event of a local outbreak. * Providers will look at how they will provide support for their vulnerable and keyworker children * Providers will have a plan for how they will support children that are not able to attend the setting (non vulnerable, parental choice, medically vulnerable) | Latest version of Internal Action Card (Wilts PHE) displayed in office.  Updated contingency plan in progress.  Follow latest version Internal Outbreak Management Plan and Continuity Plan – Found in Covid file in office  Telephone, Website, Email and sharing ideas on website and facebook |
| Staff wellbeing affected by the working experience. | * Staff aware of risk assessment process and able to contribute. * Staff meetings and communication. * Defined wellbeing support measures for staff. * Designated staff rest areas. * Regular recorded supervision | Shared with staff on TD Day on 1st Sept  Whole group wellbeing training 23/2/21 all staff attended  Fortnightly ongoing reviews  Through appraisals and after school time to talk  Office if not occupied  Appraisals and supervision |
| Child wellbeing is impacted by the current situation causing physical and mental ill health. | * Curriculum to support children’s well-being. * Provide opportunities to talk about their experiences/concerns. | Lots of Psed development  Introduced story of ‘colour monster’ and introduced ‘feelings’ jars.  All about me – theme extended for the whole term |
| First aid provision | * Ensure all staff know First Aiders on site if less than normal. * Minimise hazardous activities which may result in injury. * Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. | All Trained  Risk assessed and following Government guidelines.  All staff watched video during a TD Day |
| Children with special medical needs (administering medication) | * Required number of competent staff on site * Staff training up to date * Alternative arrangements in place if staff training/competence has lapsed. | Yes  Yes (as of August 2020) and continue daily risk assessing.  We would appropriate training if child in our care develop a medical condition and there was a need |
| 1:1 teaching and children with SEND or EHC plans are adversely affected by the current situation. | * Individual [risk assessments](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance) of children with behavioural difficulties if needed, e.g. if they may spit or bite. * Ensure a supply of PPE is available based on need. | Care plans when appropriate  Risk assessed daily |
| **7. Risk assessments and Policies** |  |  |
| Standard risk assessments do not take account of additional COVID-19 risks | * Ensure all work environments and learning activities have been subjected to risk assessments in line with conventional H&S requirements. * Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk * One-off activities such as fundraising events, firework displays etc will be subject to separate risk assessment. * Lettings of facilities will be subject to separate risk assessment. * Out of school provision is subject to a separate risk assessment. * Behaviour policy amended to reflect COVID-19 protocols. | Continue to daily risk assess  N/A  N/A  N/A  N/A  Covered during Psed. Staff to be understanding of changes to children’s behaviour and to show empathy due to pandemic |
| **8. Monitoring** |  |  |
| Control measures set out in this risk assessment do not prove effective  Levels of compliance are inadequate | * Named member of staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and children * Non-compliance will be addressed immediately * Regular communication with staff on the outcomes of the monitoring | Monthly reviews continue to be reviewed by Jennie White and Kerry Clark  Yes  Any changes to risk assessment to be part of the agenda at fortnightly staff meetings |
| **9. Other risks – specific to your setting** |  |  |
| Parents becoming complacent with latest Lockdown guidance | * Regular communication with parents so that they reminded of the latest guidance and what is expected from them. | We continue to regularly send posters and communications to our parents via email and our closed facebook group page detailing latest guidance with clear steps of the procedures parents are required to follow in lots of covid related scenarios. |
| Lack of staff training to support the ever changing Covid safety/prevention measures | * Continual review of best practise in relation to latest covid measures. | 4th March 2021 KC attended Wilts Council Webinar – Infection Prevention Principles and will share/review with JW if we need to adapt any measures as a result of this webinar.  23rd August KC & JW met to go through latest guidance regarding our return after summer holidays. |
| Staff members do not carry out twice weekly lateral flow testing.  Stock runs out of lateral flow tests kits |  | Staff have all agreed to carry out the tests at home on a Wednesday and Sunday evening before 6pm.  Any positive cases are to be reported to KC via personal mobile phone so that she can follow the actions on the latest version of the Wiltshire Council Internal Action Card.  KC now has access to ordering system and is in constant communication with JW to ensure we have plenty of stock available, Diarised to check stock every fortnight. |

The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.