

Risk assessment for opening to all children during Covid 19 pandemic			
Organisation and named responsible	Templegate Tiny Tots Preschool Manager Tori Pattison		
Who is affected:	Children Staff Families of children and staff Visitors		
Risks identified for transmission of Covid 19	Severity (1-5)	Likelihood (1-5)	Risks before procedures have been put in place
1. Children in close proximity	2	5	med
2. Parents gathering at collection times	3	5	med
3. Contamination of resources	2	5	med
4. Group times such as carpet time	2	5	med
5. Staff interaction	4	5	high
6. Personal hygiene and intimate care	3	5	med
7. Unwell children and staff	4	5	high
8. Unwell family members	3	4	med
9. Vulnerable families	5	4	high
<p>Procedures put in place that support System of controls (see Appendix 1.):</p> <p>1. Children in close proximity (System of controls 1, 5)</p> <p>Play Encourage small group play. Purchase more outdoor equipment to ensure children are encouraged to stay outdoors for longer. Arrange the outdoor area so it is accessible and covers children's learning and interests/needs in all weathers. Small enclosed areas such as the cabin/toilets/reading area to have a maximum number of children allowed in at anyone time. The amount of persons allowed in one enclosed area will be clearly identified in the area.</p> <p>2. Parents gathering at collection times (System of controls 1, 2, 5)</p> <p>Drop off/ pick up times Parents/carers will be encouraged to walk where possible avoiding public transport and discouraging car shares. Encourage parents/carers to keep distance from each other when waiting to pick up/drop off using clearly marked out spots. Parents/carers allowed in the outdoor area only to support settling in/transitions with social distancing in place. Children's start dates will be staggered to allow only parents of children starting in the outdoor area therefore reducing the amount of adults that would be in the outdoor area. Children wash hands on arrival and when leaving. Drop off/pick up should only be done by one family member where possible. Parents to keep 2 m distance from staff and other parents.</p>			

Parents and Carers to wear masks when picking up and dropping off.

Parents are only invited into the outdoor area when deemed necessary and to wear a mask and be kept away from other children.

3. Contamination of resources (System of controls 3, 4)

Equipment

Play dough will be changed daily

Water play will be changed twice a day.

Only outdoor sand to be used.

Messy play such as foam and cornflour to be discarded after play and children to wash hands well after play.

When rotating/moving to different areas, any equipment used and touch points will be wiped down with disinfectant and children's hands washed.

Any equipment that is out of bounds/ hard to clean will be put away. Surfaces free from clutter.

Equipment, touch points and resources to be cleaned at snack, lunch, mid afternoon and end of the day.

4. Group times (System of controls 1, 2, 4, 5)

Children will be allocated groups for specific times of the day when the class comes together. Children will stay in these groups for these specific times as they will come into closer contact. Groups will have the same designated staff members each day.

Music sessions will be accessed in the outdoor area. Where the weather is particularly bad, children will access the music session in groups of no more than 5 (supported by one member of staff), in the cabin for short sessions with windows and doors open. All equipment used will be wiped down after use. Music teacher will wear a visor or mask.

Snack times/lunch times

Washing hands will be done in turn. Staff runner can distribute snacks and lunch boxes. Lunch boxes to be wiped down with disinfectant before going into the fridge. Children will eat on the same colour table each time with the same group. Tables will be wiped down before and after. Children bring their own drink reducing the risk of contamination and time spent washing cups.

Carpet times-

Before lunch and end of the day. Done as a whole group to help cohesion in the group but to encourage children to use the whole area and spread out. If not possible, the cabin area will be used as a secondary space to split the children into 2 groups.

5. Staff interaction (System of controls 1, 5)

To encourage social distancing between staff

- Maximum 2 members of staff in kitchen area and 1 member in the office
- Maximum two staff to have lunch in the office at the same time. Staff to be in the same group.
- Enclosed areas of the provision such as the cabin will have the amount adults allowed in the area clearly marked.

6. Personal hygiene and intimate care (System of controls 2, 3, 4)

Hygiene

Toilets to be cleaned mid morning, at lunch, mid afternoon and at the end of the day.

Children will be encouraged to wash their hands

- When they arrive
- Every time they cough or sneeze
- before moving onto the next rotation area
- snack time
- Lunchtime

- home time.

Put up posters to remind children and staff the slogan 'Catch it, bin it, kill it'

Have tissues and lidded bins in the main area and art area.

Sing a song whilst washing hands

Practice song and act out washing hands at carpet time

Revisit when children should wash hands at carpet time

Get parents to reiterate at home the song when washing hands

Circulate amongst parents the letter stating their responsibilities for encouraging hand hygiene at home.

When rotating/moving to different areas, any equipment used and touch points will be wiped down with disinfectant and children's hands washed.

Any equipment that is out of bounds/ hard to clean will be put away. Surfaces free from clutter.

Deep cleaning- To deep clean the setting at the end of each session

Children will be encouraged to play outdoors but when not possible good ventilation will be provided via windows and doors open where practical and safe.

7. Unwell children and staff (System of controls 1, 5, 6, 7, 8, 9, 10)

Refer to Appendix 2. Leeds PVI Nurseries Simple Flowchart for action to take for cases of Covid 19 symptomatic or positive staff and children (including babies)

Children and staff UNDER NO CIRCUMSTANCES will attend the setting if they have a raised temperature or new persistent cough or loss of smell and taste (this may be evidenced as a loss of appetite or a change of diet in young children).

If a child has symptoms of Covid-19 (temperature and cough) whilst in the setting

They will be isolated from the group whilst being supervised with a staff member (the runner). Due to the age of the children the runner will wear PPE and isolate the child in the cabin until parents/carers can come pick them up.

Staff must ensure that parents/carers understand that they will need to be ready and willing to book a test. This can be done by booking a test online or ringing 119.

Parents/carers and staff should notify the setting immediately of the test result.

If the test result is negative and the child/staff feels well they can stop self-isolating.

If the test result is negative and the child/staff feels unwell they will be encouraged to stay at home to avoid spreading other viruses.

If a child, or staff member has tested positive for Covid-19

The child or staff member will self isolate at home for 10 days from onset of symptoms. If temperature persists after 10 days, staff or child must continue to self isolate until temperature has gone.

The child's group will be asked to self-isolate for 14 days.

Staff must understand the NHS test and Trace process and how to contact local PHE (0800 046 8687)

Letters to parents and staff will be sent out on the advice of PHE. Names or details of staff/children/visitors with Covid19 must not be shared unless essential to protect others.

Ofsted to be notified of a positive test result.

Templegate Tiny Tots will also notify Whitkirk Primary of any positive results.

8. Unwell family members

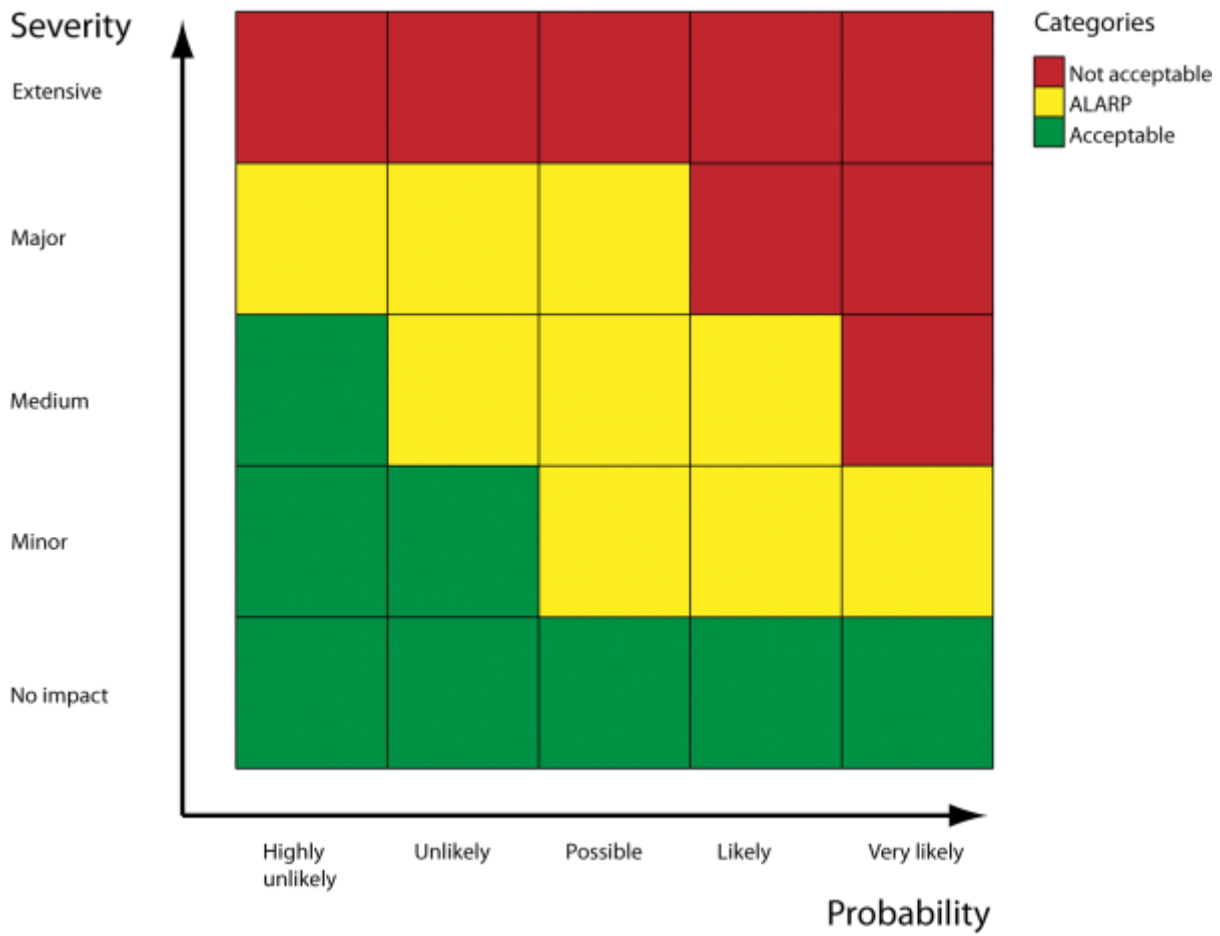
Staff and children will be expected to self-isolate if family members have had a positive Covid19 test for 14 days.

9. Vulnerable families

Templegate Tiny Tots will support families and staff who have been shielding to access the setting where possible. The System of controls will be implemented to reduce risks associated with Covid-19. Where families have been asked to shield, communication with the family will continue and play activities will be provided/suggested.

Safeguarding procedures remain in place. Staff will be aware of children who may have been at increased risk during long periods

Risks identified for transmission of Covid 19	Severity (1-5)	Likelihood (1-5)	Risks after procedures have been put in place
1. Children in close proximity	1	1	low
2. Parents gathering at collection times	1	1	low
3. Contamination of resources	1	1	low
4. Group times such as carpet time	1	1	low
5. Staff interaction	1	1	low
6. Personal hygiene and intimate care	1	1	low
7. Unwell children and staff	2	1	low
8. Unwell family members	1	1	low
9. Vulnerable families	2	1	Low



Date Assessment Undertaken 10.08.20 Updated 02.11.20

Assessed by Tori Pattison (Setting Manager) Signed T. Pattison

Appendix 1. System of Controls

‘System of controls’

This is the set of actions early years settings must take. They are outlined in more detail below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following local health protection team advice
- 10) notify Ofsted

Numbers 7 to 10 must be followed in every case where they are relevant.

Appendix 2. Leeds PVI Nurseries Simple Flowchart for action to take for cases of Covid 19 symptomatic or positive staff and children (including babies)