

# Bratton Fleming Pre School CIC Risk Assessment: COVID-19

Risk Assessment carried out by: Leanne Wade

Date of Activity: From 7<sup>th</sup> September 2020

Date written: 03/9/2020

Date to be reviewed: Daily

Date updated: 30/09/2020 15/10/2020 06/11/2020 02/01/2021 08/03/2021

Activity: Re opening the setting during Coronavirus from 7<sup>th</sup> September 2020

Location of activity: Pre School

List significant Hazards:	Groups of people at risk:	List existing ways to reducing the risks:	Action needed:
Risk of infection and transmission	All	<p>Due to Pre School being on the school grounds and no families able to walk through the school car park due to their risk assessment, we only have one way both into and out of Pre School. All Pre School families must enter via the gate at the bottom of Pre School, walk up the path maintaining a 2metre distance and wait alongside the fence for staff to take children in/out. Once parents have dropped their children off, they are required to walk back down the path and exit via the gate. Pre School are requesting parents/carers to ensure there is enough room for others to pass and be sensible and respect each other. There must be no gathering to talk on the Pre School walkway.</p> <p>Face coverings are not mandatory for our setting or for parents/carers whilst dropping their children off/picking up. However, we no longer have a one way system and parents/carers may be passing other families whilst walking along the pathway to and from Pre School, therefore, if they feel they would like to wear a face covering they can. The risk of transmitting Covid 19 outside is lower so we are currently not making it mandatory but we do reserve the right to change this with short notice.</p>	<p>Directors, Staff and Parents to be informed of all changes to the Pre School. <b>Everyone updated and kept informed each time the risk assessment is changed/reviewed.</b></p>

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		<p>Face coverings have now been made mandatory for all adults (except staff) when on the Pre School Premises. An email has gone out to all parents, staff and directors explaining this. The Pre School premises starts and finishes at the bottom gate. Face Coverings continue to be mandatory for all adults (except staff) when on the Pre School Premises as above in blue. Face coverings continue to be mandatory for all adults as above.</p> <p>2 metre marks put on fence/floor on way up to Pre School to help ensure parents/carers keep to social distancing. This is also a visual cue for children to understand.</p> <p>Parents/Carers not to enter building, ring buzzer and await staff to bring children in/out. There is a sign by the buzzer which asks all parents/carers/visitors to wait there and not to come any closer to the door.</p> <p>Only 1 adult to bring or pick up their child.</p> <p>If a parent would like to talk to staff we are requesting this is done via email, telephone or Tapestry memo function. If there is something they would like to discuss in person this will need to be arranged for a convenient time for all. Staff will meet with that parent in the artificial grass area maintaining at least a 2 metre distance. Conversations are limited at pick up and drop off times.</p> <p>If living with someone who has symptoms then the child is not to enter, Government guidelines must be followed by all at all times.</p> <p>If living with someone who is still medically vulnerable (please see</p>	<p>Reminder to be sent to parents via email.</p>
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		<p>Government documents) the parents of that child and Manager need to discuss whether the child is able to keep good hygiene and social distance before deciding whether it is best the child attends or not.</p> <p>All persons at Pre School to wash hands as they come into setting and then throughout the day often including toilet time, snack time, after blowing noses (following our usual procedures). Staff will supervise children washing their hands. Staff will model to children how to wash their hands. Parents to model good hand washing hygiene at home.</p> <p>Remove all soft furnishings and things difficult to clean, including those things that cannot be cleaned multiple times a day.</p> <p>Cleaning to take part more frequent throughout the day, all surfaces will be continuously wiped down and toys and equipment cleaned before other children use them, where possible. A deep clean of the setting will take place at the end of the day. Early Years children do not have to social distance or form bubbles.</p> <p>Letter has gone to parents explaining that each child needs to bring a bag with at least 2 full changes of clothes in to stay at Pre School, incase they need changing. Dirty clothes will then go home to be washed and more must be supplied the following day. Keeping their clothes at Pre School limits the amount of times it travels to different places.</p> <p>All parents to provide a named bottle of sun cream to be kept at Pre School if the weather allows. The bottle will be cleaned by staff and kept at Pre School safely. Parents must apply sun cream to their child at home if it</p>	
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		<p>looks like it will be needed, Pre School will only use the child's named sun cream throughout the day when required, it will not be applied as they arrive.</p> <p>Where possible all children should arrive on their first day back to Pre School with a coat and wellies that are able to remain at Pre School until a school holiday. If the children have spare waterproofs that can also be left at Pre School that would also help.</p> <p>No 'show and tell' things to be bought to the setting. If a child has a comforter, this will stay in their bag unless needed when it will then be cleaned if possible by staff. Staff to monitor at all times so others do not touch it. Parents are asked to clean the comforters at home.</p> <p>We will be offering hot lunches from the primary school or parents can provide a packed lunch. Hot lunches are £2.30 and parents are to put dinner money in an envelope in the child's bag and inform the member of staff on the door in the morning. A member of staff will collect the school dinners and children will eat at Pre School.</p> <p>Those having packed lunch - children to put lunch boxes into cool boxes provided and a member of staff will then clean them all before lunchtime. Parents will need to wash lunch boxes each night at home after being at Pre School and before the return to Pre School.</p> <p>Carpet spots to be laid out by staff to ensure children are spaced apart well for story time/end of day etc. Group carpet activities will be limited to small numbers of children and last no longer than 10 minutes. During circle</p>	
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		<p>time singing will be limited.</p> <p>No shouting at any time throughout the day.</p> <p>Staff to try to limit distance between themselves and children where possible and remember hygiene rules.</p> <p>Staff are not required to wear any PPE other than usual nappy changing PPE or if someone is displaying symptoms even if in close contact with other members of staff/children. If staff feel more comfortable wearing face coverings then this is permitted.</p> <p>Doors where possible to be kept open to stop anyone from needing to continuously open them, eg foyer door during the morning drop off and the main door to toilets.</p> <p>Outside area to be open at all times of the day to allow more space and limit the gatherings of children where possible.</p> <p>Tissues to be used through 'catch it, bin it, kill it' process for all. Bins will be emptied regularly throughout the day and double bagged.</p> <p>No outside of Pre School visits, such as walks around the local area will take place until further notice.</p> <p>Pre School request that both staff and children clean when they arrive home and have a fresh change of clothes on the next day. This is not mandatory, just advice.</p> <p>Staff/Visitors are to limit what they bring into the setting, no large unnecessary bags etc. Staff/Visitor's coats and bags must be stored safely</p>	
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		<p>away from each other's belongings.</p> <p>New families wishing to look around the setting may do so but this will take place out of hours and will be socially distanced. More than one family can look around at any one time but they must understand our social distancing rules. Face coverings must be worn by adults looking around the setting unless they are exempt.</p> <p>Due to the second Lockdown in England all visits to the setting are currently suspended.</p> <p>Over the Christmas period we have now entered Tier 3, all visits to the setting both inside and outside are currently suspended. Parents wishing for their children to start or look around can use the video on our Facebook page and website. Updated videos and photos will be posted as the term goes on.</p> <p>Due to the lockdown all visits are currently suspended. Parents can use the video on our Facebook page and Website. Photos will be uploaded as the term goes on. If a child is going to attend Pre School and forms have been completed then they can meet with the Manager outside for a short discussion. Telephone and Email contact will continue as usual.</p> <p>If anyone has been on a holiday abroad where the Government are requesting self isolation on their return this must happen. Children must not attend the Pre School until this period is over and must inform staff where they have been on holiday.</p> <p>Travelling to Pre School – Whichever mode of transport children/families/staff/visitors are using to get to and from Pre School then they are to follow Government</p>	
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		<p>guidelines. This includes walking to Pre School, all to remember to maintain a social distance between other families.</p> <p>Any travelling outside of Pre School (including weekends/days children do not attend Pre School) - All children/families/staff and visitors must adhere to current Government guidelines and legislation to lower the risk of infection when attending the setting again.</p>	
Toys	All	<p>Amount of toys to be limited and those that can easily be cleaned multiple times a day.</p> <p>Cleaning to be more frequent throughout the day and an extra good clean at the end of each day. Staff may be required to stay on at the end of the day.</p> <p>Toys will be swapped around midway through the day to allow cleaning to take place over lunchtime.</p> <p>Usual adult supervision to take place as usual, see other risk assessments.</p> <p>Toys/equipment and resources are limited at all times, there is a list of activities that we can and cannot use currently. Staff are aware of this list and all other parties can refer to our 'Activities, equipment and resources during the Coronavirus Pandemic' Risk assessment for further information. Staff will discuss messy play plans with Manager before carrying the activity out to decide whether it is too much of a risk.</p> <p>A small selection of pens, pencils and crayons, paintbrushes, glue sticks, books, puzzles etc will be provided and cleaned regularly.</p>	
Intimate Care	All	Continue to follow current policies	

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		<p>and procedures in place, use aprons and gloves.</p> <p>Letter has gone to parents explaining that each child needs to bring a bag with at least 2 full changes of clothes in to stay at Pre School, incase they need changing. Dirty clothes will then go home to be washed and more must be supplied the following day. Keeping their clothes at Pre School limits the amount of times it travels to different places.</p>	
<p>Someone showing signs whilst in the setting</p>	<p>All</p>	<p>We do not have a separate room to take the person showing signs of coronavirus, therefore we will nominate an area to keep the person until they are taken home. Staff are aware of the current signs and symptoms of Covid-19.</p> <p>Other children will be kept away from them and if possible taken outside to allow cleaning to start.</p> <p>If able, staff to maintain a distance of 2meters from this child. If not then PPE must be worn, this includes, apron, gloves and a face mask. Staff to remember hygiene procedures at all times. Face masks are provided by Pre School and are reusable. Once face mask has been used it will be double bagged by that member of staff and left for 48hours in a lidded box on the veranda at Pre School before being washed.</p> <p>If a member of staff shows signs then as soon as staffing is covered they must go home and isolate.</p> <p>All staff members who are showing signs and symptoms of Covid-19 are able to request a test through the Government scheme. Staff will be expected by management to book a test and confirm as soon as possible</p>	

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		<p>whether it is positive or negative.</p> <p>As of 27/05/2020 Under 5s are now able to be tested if showing signs of Covid-19, Pre School expect parents/carers to have their child tested if showing symptoms of Covid 19. Pre School expect parents to inform us of the outcome of the test. Everyone must then follow Government self isolation advice and track and trace may be required.</p> <p>Once person showing signs and symptoms has left the setting then a deep clean will take place by staff. Parents will be made aware that there may be times when Pre School has to close early, potentially due to a scenario as above so must make sure they can collect their children promptly. Closing Pre School at short notice would be the last option and everything will be done to avoid this. Current guidance being reviewed and will be followed by Pre School at all times.</p> <p>The Government have implemented a track and trace system, staff are aware of this and Pre School ask that parents also follow this system if anyone is showing signs/been tested positively for Covid-19.</p> <p>The Department for Education have set up a telephone line which will be called and they will provide further advice and guidance on what steps to take. Once the steps have been taken then Manager will notify Ofsted of the confirmed case and any risk management taken.</p> <p>Staff are now eligible due to home circumstances to access home testing kits, these are not mandatory but staff are advised to test twice weekly. A new home testing roll out for staff</p>	
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		in Early Years Settings should begin on March 22 <sup>nd</sup>	
PPE	All	Government guidance currently shows that Early Years Settings do not need to wear PPE at all times, only for usual intimate care routines. Currently, children are not to use face masks either. Staff are permitted to wear face coverings if they wish.  This will be under constant review.	
Staff office	Staff and visitors	Only one member of staff in the office at one time. When they have finished, whatever is used must be cleaned before another person entering.	
Staff kitchen	Staff and visitors	Only one member of staff in the kitchen at one time. If we have a visitor (social worker etc) then they are to remain social distanced in the kitchen.  Staff are to bring in their own cutlery. If staff are bringing in their own lunches these are to be kept in a lunchbox/cool bag if required. The fridge is not to be used for shared purposes, therefore must only contain Pre School food/drink etc.	
Updating staff	Staff	Following this risk assessment all staff will be informed of the outcomes and things needed to be implemented from 7 <sup>th</sup> September 2020. Staff will be given ample opportunities to discuss any concerns, questions etc with Manager.  Staff meetings will take place often where staff are required to attend and guidance, procedures and risk assessments updated throughout the term.  Staff have all undertaken an Introduction to Infection Prevention and Control e-learning course in light of the Coronavirus outbreak.	Update Directors also
Updating parents/carers/families	All	Following the risk assessment all families will be emailed with a copy of this risk assessment. The email will	

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		<p>also include a consent form for Covid 19 requirements and information for the beginning of term.</p> <p>Families are given ample opportunities to discuss concerns, questions etc with Manager.</p> <p>Current families will not be required to sign new consent form each term, new starters will be asked to sign a consent form.</p>	
Other policies	All	<p>Manager is currently working from home so does not have access to all policies. When returning to work all policies will be reviewed. Policies are currently under review. All risk assessments have been reviewed and updated where necessary.</p> <p>All policies and procedures, including risk assessments have been reviewed and updated where necessary.</p> <p>Our usual fire drills will take place and as per the fire risk assessment and procedures. Children and staff are aware of the fire evacuation procedure but will be refreshed when returning to Pre School.</p>	
Local Covid Alert Levels	All	<p>This is the most current system the Government are using. There are 3 levels; Medium, High and Very High. The Government have currently written into their Local Covid Alert Levels document that throughout all 3 levels they are expecting schools and universities to remain open (we have clarification that this includes Early Years Settings). Therefore, unless we receive any further information we will remain open. This will be constantly reviewed as documents and advice changes and if levels change in our area.</p> <p>Until 2<sup>nd</sup> December 2020 England is in a second lockdown and tiers are not being used. Pre School remains open. Currently our area is in Tier 3, Pre School remains open. Families (including staff) are expected to follow all current laws and</p>	

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		<p>legislations relating to Covid 19 to keep everyone safe.</p> <p>The Government are no longer using the tiering system. Therefore, Early Years Settings remain open at all times.</p>	
Reporting Suspected and Confirmed Cases	All	<p>Currently in Devon:</p> <p>If we have suspected cases in the setting the Manager will fill in an online form that goes to Devon County Council. This is then updated when the test result comes through. (Parents/Staff need to provide a date the test is being taken). This form is now only required when a test result comes through, either positive or negative.</p> <p>If parents/Staff are not willing or cannot get a test for their child/ themselves as needed then there is a number for the Manager to contact.</p> <p>If a positive test comes back then the Manager has the responsibility to follow 'What to do if a child (including household or staff) tests positive for Coronavirus' steps in the 'What to do if a child is displaying symptoms of Coronavirus' document from Department for Education including calling Dfe 0800 046 8687 and following their advice. The Manager also has the responsibility to contact Ofsted to inform them and other families who need to know.</p>	

This risk assessment has been drawn up using the current Government Guidance. Our risk assessments are usually done visually and things will be added to this risk assessment as we start back at Pre School. These are measures put in place before we can reopen, these measures are not the definitive list as others may naturally occur and be adapted. This risk assessment will be continuously reviewed and if at any time there are disputes surrounding its contents the Pre School team will review it. Links to the Government documents relevant to Early Years Settings and Coronavirus can be found at Gov.uk. The links of specific documentation can be provided on request.

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A letter will go out to all parents explaining a way forward with relation to childcare services and the measures we have put in place at Pre School from 7<sup>th</sup> September 2020.

All Directors, Staff, Parents and other bodies must be made aware that there is no possible way that Pre School are able to keep children, staff and families free from Coronavirus, that being said we will do everything we can possible to help the Government 'Control the virus.'

We are aware of the new variants spreading throughout England in relation to Coronavirus, currently everything we are doing as set out in this Risk Assessment is all we need to do. If further guidance is released then it will be put into practice as soon as we possibly can.