

## Farnsfield Pre School

### Re-opening of Pre-School RISK ASSESSMENT FORM 2020

Covid 19 Summary Document 7<sup>th</sup> November 2020



Focus	Area of Consideration	Recommendation
Children	Attendance	<ul style="list-style-type: none"> <li>• Only children that are symptom free or have completed the required isolation period should attend the setting.</li> <li>• Any child presenting with a temperature for any reason e.g. teething will be refused entry to the pre-school until coronavirus can be ruled out.</li> <li>• The manager's /deputy decision will be final.</li> <li>• Children upset on arrival and finding it difficult to settle back into pre-school will be given the best possible care and attention. Parents to please wait in the playground till all the other children are in pre-school, a member of staff will come out and assist them.</li> </ul>
	Preparing children for pre-school.	<ul style="list-style-type: none"> <li>• Child's items clearly labelled.</li> <li>• A complete change of clothing in their bag.</li> <li>• Children to bring a labelled water bottle.</li> <li>• Bring own named sunhat.</li> <li>• Parents to put sun protection cream on child before arrival to pre-school.</li> </ul>
	Physical Distancing/ Grouping	<ul style="list-style-type: none"> <li>• All adults will be able to socially distance however it will be almost impossible to socially distance young children.</li> <li>• Outings from the pre-school into the local community will take place. (Park &amp; Little Explorers) During this time children and staff to avoid mixing with the public.</li> </ul>
	Well-Being and Education	<ul style="list-style-type: none"> <li>• Children will be supported in age appropriate ways to understand the steps they can take including regular hand washing and sneezing into a tissue.</li> <li>• <b>Safeguarding</b> We will continue to complete risk assessments, as usual, for individuals that remain following the school safeguarding policy.</li> <li>• We will continue to keep social workers updated with individual risk concerns whether the child accesses provision in school or not.</li> <li>• Vulnerable pupils and families will continue to be contacted. All safeguarding concerns will continue to be logged and reported.</li> </ul>

<b>Parents/ Carers</b>	Physical Distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and have completed the required isolation periods will be able to drop off or collect their child.</li> </ul>
		<ul style="list-style-type: none"> <li>• Only one parent (not both) to drop off/pick up their child.</li> <li>• The guidance is not to have parents in the pre-school.</li> <li>• Parents are not to leave push chairs or scooters etc at the pre-school.</li> <li>• Parents encouraged contacting Tammi via email to update attendance or any other queries they may have.</li> <li>• If parents need to contact the pre-school this should be for emergency use only</li> </ul>
	<b>Arrivals</b>	<ul style="list-style-type: none"> <li>• <b>All day sessions children arrive at 9.00 a.m. and depart 3.00 p.m.</b></li> <li>• <b>Morning session 9.00 a.m. till 12.00.p.m. Afternoon session 12.00. p.m. till 3.00 p.m.</b></li> <li>• Visitors to the building must wear masks.</li> <li>• Staff will sign children in and out of the session.</li> <li>• Outdoor gates will be left open on arrivals, closed and locked by staff when all parents have left the building.</li> <li>• On arrival at the pre-school all parents will be required to inform the member of staff if they or the child has any of the following:</li> <li>• Does your child or any one in your household have a temperature?</li> <li>• Does your child or anyone in your household have a new persistent cough?</li> <li>• Is your child taking any kind of medication?</li> <li>• Has your child had Calpol prior to arrival at pre-school?</li> <li>• Has anyone in your household tested positive to Covid-19 in the last two weeks?</li> <li>• Has your child or any household member had a loss of taste or sense of smell?</li> <li>• All staff members to check their temperatures before they can come to work.</li> <li>• Staff will use hand sanitizer after every handover.</li> </ul>
	Departures & Handovers	<ul style="list-style-type: none"> <li>• Only one parent at a time will be allowed at the main entrance of the pre-school.</li> <li>• Handovers at this time will be concise at this point and if you require a more detailed handover please phone the pre-school.</li> </ul>
<b>Hygiene &amp; Health &amp; Safety</b>	Hand washing	<ul style="list-style-type: none"> <li>• All children and staff must wash their hands upon arrival at pre-school, before and after eating and toileting (as standard), after playing outside, changing room and after sneezing and coughing.</li> <li>• Hand sanitizer will also be provided in each room.</li> </ul>
	Waste Disposal	<ul style="list-style-type: none"> <li>• Staff must encourage children to dispose of used tissues in the lidded bins provided.</li> <li>• Bins for tissues are emptied at the end of each day.</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• Even during normal conditions, we take cleaning and infection control very seriously within the pre-school and we have strict cleaning processes and policies in place.</li> <li>• All children's toys and equipment will be cleaned regularly. This will also include the cleaning of all touch points, hand washing facilities and communal areas.</li> <li>• We will ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach.</li> </ul>

		<ul style="list-style-type: none"> <li>• All tables and chairs will be cleaned regularly throughout the day, including before and after meals.</li> <li>• All surfaces will be cleaned regularly throughout the day.</li> <li>• Toys will be cleaned after every use.</li> <li>• All soft furnishings will be kept to a minimum; they will be covered wherever possible and all removable covers and belongings will be washed frequently.</li> <li>• Staff training on cross infection and an intensive cleaning regime.</li> <li>• <b>All staff have completed Educare cross infection training.</b></li> </ul>
	PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE which includes the use of masks is not required for general use in early year's settings to protect against COVID-19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid.</li> <li>• <b>First Aid</b> If a child requires first aid it is our duty of care to them to provide it.</li> <li>• At these times it may be inappropriate or simply unavoidable to ensure appropriate distancing. This will be done with professional judgement and the best interest of the child and staff at all times. If first aid is to be administered then staff must wear gloves. Where appropriate and for minor injuries, allow the child to clean their own cut or graze with an antiseptic wipe and apply their own plaster if capable of doing so. If cold compress is used ensure it is wrapped in a disposable paper towel and wiped down with antibacterial wipes. Where possible we would aim to administer first aid within the designated room.</li> <li>• First aid kits will be available in the kitchen.</li> </ul>
	Risk Assessment	<ul style="list-style-type: none"> <li>• All activity will be risk assessed and due consideration given to any adaptations to usual practice. It will include but not limited to the suspension of learning experiences involving materials which are not easily washable such as malleable materials, sand and water.</li> <li>• Resources such as soft toys and furnishings and any difficult to clean resources will either be removed, covered with easy to wash alternatives or cleaned.</li> <li>• To minimise contamination each child has their own named tray for their art work.</li> </ul>
<b>Premises</b>	Building	<ul style="list-style-type: none"> <li>• All spaces will be well ventilated by keeping windows open.</li> <li>• Tammi to collect post at the entrance of the pre-school.</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children are not permitted to bring items from home into pre-school unless it is absolutely essential for their wellbeing.</li> <li>• All resources required for play and learning experiences of children will be regularly washed/sterilised.</li> <li>• Equipment used by staff such as stationery, pens, etc will be allocated to individual staff members where possible and cleaned regularly.</li> </ul>
<b>Supplies</b>	Procurement & Monitoring	<ul style="list-style-type: none"> <li>• We will ensure there is an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies.</li> <li>• A monitoring system for the use of PPE is in place to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting.</li> <li>• There will be one emergency bag in the kitchen containing PPE in case a child or adult should fall ill.</li> </ul>

<b>Responding to a suspected case of Covid-19</b>		<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending the pre-school, they must be collected as soon as possible and isolate at home in line with NHS guidance.</li> <li>• Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. Where possible, a window should be opened for ventilation.</li> <li>• The staff member responsible for the child during this time will be the staff member from the child's group i.e. the child's key worker. The person responsible for cleaning the area will wear appropriate PPE. Extra PPE will be provided for this member of staff.</li> <li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited. If the area can be left unvisited then cleaned after 72 hours.</li> </ul>
<b>Workforce</b>	Attendance	<ul style="list-style-type: none"> <li>• Staff with underlying health problems to work from home if possible.</li> <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 if necessary.</li> <li>• Consideration will be given to limiting the number of staff in the pre-school at any one-time ensuring Ofsted Ratio Guidelines are adhered to and those required to care for the expected occupancy levels on any given day.</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the pre-school, they should return home immediately and isolate at home in line with NHS guidance. Staff will be able to access a test to confirm whether they have coronavirus.</li> <li>• Staff will be required to complete Covid-19 Training and Risk Assessment before returning to work.</li> <li>• All uniform must be washed at 60 degree daily.</li> <li>• Staff must adhere to the Company Dress Code Policy and long hair should be tied back and nails kept short. No false nails should be worn.</li> </ul>
	Physical Distancing/ Grouping	<ul style="list-style-type: none"> <li>• Social distancing must be maintained during breaks.</li> <li>• Staff members will avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions will be conducted in small groups or maintaining social distancing.</li> </ul>
<b>Visitors</b>	Visits	<ul style="list-style-type: none"> <li>• Attendance to the pre-school will be restricted to children, staff and parents as far as is practically possible and visitors will not be permitted to the pre-school unless essential e.g. essential building maintenance, inductions and settling in sessions.</li> </ul> <p>You should be aware that these plans may be subject to change at very short notice if further Government guidance is issued. Similarly, the availability of school staffing may be affected by illness, self-isolation, or family bereavement. This too may cause disruption to the delivery of these plans.</p>