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**Risk Assessment and Procedure to reduce the risk of infection of Coronavirus (COVID 19) within our setting.**

**Parents and Carers**

**Are required to keep their child at home if any household members develop coronavirus symptoms and follow the Government guidelines for self-isolation – please refer to the guidance using the link below.**

[**https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

**PPE (Personal Protection Equipment)**

Government guidelines state that 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:

* 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.
* If a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home a fluid-resistant surgical face mask will be worn by the staff member 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 will be worn by the staff member. 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 will also be worn.

**Procedure in the event that a child or staff member becomes unwell while in the setting:**

* If a staff member becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell they will be sent home and advised to the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).
* In the case of a child becoming unwell with symptoms as described above, we will move them to a room where they can be isolated behind a closed door with a staff member while waiting to be collected by their parent or carer. We will open a window for ventilation and the staff member will if possible keep 2 metres away from the child whilst offering care, comfort and support. If it is not possible or appropriate for the staff member to keep a safe distance from the child they will use PPE to avoid as far as possible risk of infection.
* If the child needs to use the toilet while waiting to be collected, the staff member will accompany the child to one of several toilets located within the building that are not generally used by the preschool children or staff. The toilet facility will then be disinfected using standard cleaning products before being used by anyone else.
* In an emergency, a staff member will call 999 if a child or staff member is seriously ill or injured or their life is at risk. We will not a visit a GP, pharmacy, urgent care centre or a hospital.
* If staff members have helped someone with symptoms, they do not need to go home. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and a thorough cleaning of the affected area with normal household disinfectant will be immediately undertaken.

**Procedure in the event of a confirmed case of coronavirus in the preschool**

* If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff who display symptoms of coronavirus will be required to get tested for the virus. If the staff member tests negative they can return to the setting and their fellow household members can end their self-isolation. If a child or staff member tests positive, the rest of the small group will be sent home and advised to self-isolate for 14 days. The rest of the groups including staff and children will not have to self-isolate unless they too develop symptoms (by placing children in small groups with two adults to each group, we aim to reduce the risk of infection to the entire cohort and staff.)
* As part of the national test and trace programme, if other cases are detected within the setting we will contact Public Health England’s local health protection teams who will conduct a rapid investigation and will advise us on the most appropriate action to take. This may mean a larger number of other children, may be asked to self-isolate at home as a precautionary measure and possibly the whole cohort. However, by observing guidance on infection prevention and control, which will reduce risk of transmission, it is hoped that closure of the whole setting will not be necessary.

**ASSESSMENT OF RISK OF SPREAD OF CORONAVIRUS (COVID 19) WITHIN THE SETTING**

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| **RISK LEVEL WITHOUT PROTOCOLS IN PLACE AS OUTLINED IN THIS DOCUMENT** |  **HIGH** |
| **RISK LEVEL WITH CONTROL MEASURES RIGOROUSLY APPLIED** | **LOW**  |

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| **HAZARD** | **PEOPLE AT RISK** | **CONTROL MEASURES TO MINIMISE RISK** |
| Contamination / spread of Coronavirus (surfaces) | Staff, children, parents, visitors, contractors Virus spread in water droplets that are expelled from the body through sneezing, coughing, talking and breathing. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. | * Touch points cleaned minimum of three times during each session (doors, tables, chairs, bannisters, light switches) using antibacterial spray or mini fogging hand-held sanitisers
* End of day deep cleaning/ sanitising of all toys and equipment using antibacterial spray.
* Fogging machine used in shared areas (corridor and stairwell, foyer) at end of each day
* Fogging machine used for shared space (IPAD room) before different bubble enters the room.
* soft furnishings and difficult to clean toys kept to a minimum
* Sand tray fogged twice a day using hand held mini fogger
* Play dough and equipment fogged twice a day using hand held mini fogger
* Shared resources kept to absolute minimum and thoroughly cleaned/fogged when necessary to share
* Staff apply hand sanitiser (wall mounted unit in corridor outside of both rooms) before entering rooms.
* Staff use hand sanitiser (wall mounted unit in foyer) before collecting children from parents in car park
* Staff ensure children apply hand sanitiser as soon as they enter the foyer
* Staff re-apply hand sanitiser during the arrival of children as well as before and afterwards
* Doors propped open during arrival and departure times to avoid touching surfaces
* Little Learners and Bright Beginners groups to use separate doors (B.B left hand doors and L.L right hand doors) clearly marked
* Waiting area in car park zoned with cones and tape and clearly signed for L.L and B.B parents use)
* All parents to social distance (two metres while waiting)
* All visitors and contractors kept to absolute minimum and strict protocols adhered to – wearing of masks, application of hand sanitiser on entry and social distancing observed at all times.
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| Contamination/ spread of Coronavirus (person to person) Staff, children  |  | * Strict adherence to protocol for staff and children displaying symptoms – see separate info at end of risk assessment.
* Team will stay in two separate bubbles at all times – Little Learners and Bright Beginners. The groups will not mix at any time except under exceptional situations (emergency/safeguarding reasons)
* Hand sanitising units are located throughout the building for staff and children’s use. All staff and children sanitise their hands on entering the building and on exiting the building
* Staff and children wash their hands for 20 seconds at regular times during the day
* Children are helped/supervised to ensure that they wash their hands thoroughly as directed for 20 seconds with soap and water
* Children will be made aware and reminded that hygiene and safety rules must be adhered to. This will be done through songs, games and talk appropriate to their age and stage of development. Children will be supported to understand the steps they can take to keep themselves safe. They will be encouraged to avoid touching their mouth, nose and eyes and to catch coughs and sneezes into a tissue or elbow – Catch it, Bin it, Kill it.
* Sufficient bins provided to dispose of used tissues to be available at all times.
* Windows will be propped open to ensure good ventilation in each room
* Outdoor play will be maximised
* Outdoor play area toys and equipment cleaned with antibacterial spray between uses by the two separate groups
* Face masks worn by staff when in communal areas – corridors, stairwell and foyer – social distancing maintained in addition to the wearing of masks in these areas.
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| Clinically vulnerable children | Children and parents | Parents of children in the ‘clinically extremely vulnerable’ group will be advised to follow the government advice by shielding child at home and not attending an Early Years setting. Parents of children in the ‘clinically vulnerable’ group are advised to follow medical advice. If any staff members are clinically vulnerable either now or in the future they must adhere strictly to current Government advice. |
| Travel to and from the setting | Staff, children, parents, members of public | Parents, staff and children encouraged to walk or cycle where possible. If this is not possible, use of own transport is preferable to public transport Lift sharing is actively discouraged by individuals not within the same household. |
| First Aid Cover due to staff illness / isolation | Staff, children, contractors | First aid cover is continually monitored to ensure adequate cover. Activities that increase the likelihood of an injury are to be reduced where necessary.Call NHS 111 for additional clinical advice or help in a non-emergency situation (when 999 should be called). EYFS coronavirus disapplications in relation to first aid requirements <https://www.gov.uk/government/publications/earlyyears-foundation-stage-framework--2/early-yearsfoundation-stage-coronavirus-disapplications> |
| Non-essential meetings | Staff, parents | Non-essential group gatherings avoided - alternative communication methods utilised where possible e.g. video calls Where face-to-face meetings are essential, then extra space (2 metres distance where possible) maintained between individuals. |
| Visitors coming into the setting | Visitors / parents | Where possible face to face meetings are discouraged and if they do occur, at least 2 metres distance maintained whenever possible Alternative communication e.g. letters home, emails, telephone etc encouraged. Contact details and emergency contact details (telephone numbers/ email addresses) have been updated to avoid unnecessary communication difficulties. |
| Parents and visitors coming into the setting |  | Parents and carers will not be permitted to enter the setting unless under emergency procedures. Visits from prospective families will not be permitted within the setting during operational hours. Arrangements can be made for adults only to visit the setting out of hours and abiding by a no contact rule e.g. propping doors open. |
| External Deliveries | staff | Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged. Hand washing after handling collections |
| Potential reduction in staff numbers  | Staff / children | Roles of staff are reviewed/ monitored going forward, to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership. |