**COALWAY EARLY YEARS – RISK ASSESSMENT FOR COVID 19 PANDEMIC**

**Created by:** Marie Ridgway **Date:** 23/03/2020 **Review Date:** 01/06/2020 – **Reviewed 01/06/20 to prepare for wider re-opening**

 **Reviewed 20/07/20 to prepare for Autumn term 2020**

 **Reviewed 05/01/2021 to prepare for new lockdown rules**

 **Reviewed 01/02/2021 following COVID outbreak**

**COVID 19 is a new illness that can affect your lungs and airways. It is caused by a type of Coronavirus. Symptoms can be mild, moderate, severe or fatal. In some cases people can be carrying the virus but be asymptomatic (without any symptoms).**

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| **What are the hazards?** | **Who can be harmed?** | **Controls in place/required** | **Additional controls** | *Action required by (initial)* | *Action required by (date)* | *Completed* |
| Spread of COVID 19 causing infection and illness | Staff; children; parents; relatives; visitors; extended family members of staff, families and visitors. | **Infection Control Measures:*** Handwashing – sufficient facilities and staff encourage and supervise this regularly throughout the day. Regular reminders to parents through notices and newsletters to ask them to ensure this is done prior to coming to playgroup. Staff and children wash hands on arrival, before/after eating, after sneezing/blowing nose/coughing/using. Children assisted where relevant. Staff use hand sanitizer regularly. Staff educate children about good hand-washing. Notices displayed in toilet areas.
* Respiratory hygiene – children taught good respiratory hygiene (use tissue to blow nose and bin straight after, sneeze into tissue or elbow), staff also practice good respiratory hygiene. Bins for tissues provided in rooms and all other indoor areas, in outdoor area – these are emptied and disposed of at the end of every day. Notices displayed about good respiratory hygiene.
* Ventilation – indoor rooms have layout changed to create an open plan, airy space. Windows and doors to be opened to the outside throughout the day if possible (only when perimeter exits are locked). In very cold weather windows and doors will be opened periodically to allow for ventilation and staff/children access lots of outdoor learning time.
* Illness – ‘zero tolerance’ policy on illness – parents informed that a child displaying any signs of illness must not come to playgroup. Any child becoming ill during the day will be sent home. **SEE BELOW FOR ‘SYMPTOMS OF COVID 19’.**
* Use of PPE – UPDATED
* Face coverings are required across the entire site for adults
* Staff working in the rooms will use clear face visors as a minimum and may also use a face mask if this is their preference. Children are NOT required to use face coverings
* Each member of staff will have their own allocated visor, clearly named, and must take responsibility for cleaning this at least twice per day
* Face coverings are required whenever adults work together in the same room and when moving around the site, for example, preparing snacks. Face coverings can be removed for lone working and when outdoors
* For activities that involve shared, hard to clean resources (play-dough, sand play, sensory play) staff should wear disposable aprons and gloves
* Full PPE (face mask, clear visor, disposable apron and gloves) must be used for nappy changing, any prolonged close contact (eg; changing a child’s clothes, administering first aid) or if supervising a child who has become ill
 | * Hand sanitiser provided in rooms, kitchen, staff break areas, office, outdoor play spaces.
* Hand sanitiser to be taken for excursions away from the building such as trips to the Nature Area.
* ALL handwashing by children to be supervised by adults
* Children and staff educated about not touching face, eyes, mouth, nose.
* Children likely to put things in their mouths closely supervised.
* Staff are instructed to encourage lots of outdoor play and plan a wide range of outdoor learning experiences.
* Room and outdoor area layout and resources reviewed to minimise equipment and make frequent cleaning easier
* Windows and doors to be open during indoor play to allow flow of air.
* As far as possible, learning will take place outdoors
* Staff instructed to turn children away displaying ANY signs of illness.
* Whole school site has a policy for adults to wear face-coverings unless they are medically exempt
* Notices about this requirement are displayed around the site
* Frequent reminders are sent via newsletters and other means such as social media
 | All staff | 23/03/2020Updated –01/06/20Updated – 20/07/20Updated – 05/01/2021 | Yes - ongoing |
| **Social distancing** * Arrivals/Departures - entrance area is set up with signage and social distancing markers for parents when queuing outside of the gate. Letters have been sent to parents with information about systems in place. Managers will supervise arrivals/departures. Gates will only be opened when staff are ready to receive children. Parents must observe social distancing in the grounds and operate a one-way system on our path. Parents are not allowed to enter the building except in exceptional circumstances.
* Building and premises – rooms and outdoor area have been reset to be more open-plan and spacious. During second lockdown early years settings are open to all children however lower than expected numbers mean that we have a maximum of 12 children in a group at present. If numbers should increase we plan to use a mixed room system and limit numbers in room groups to a maximum of 16.
* Resources and activities – resources are reduced to a certain degree to make cleaning in the event of an outbreak easier. We have removed soft furnishings that cannot easily be removed and cleaned, and minimised the amount of harder to clean resources available to the children.
 | * Managers will supervise drop off/collection of children to ensure these measures are adhered to.
* A one-way system is in operation on the school site
* UPDATE – the number of adults on site will be kept to a minimum, as such working from home will be used where possible.
* Staff MUST keep to a distance of 2 metres from each other at all times and distance from the children as much as possible.
* In cramped areas such as the office and kitchen, only one person to occupy at a time.
* Squirrels room will be used for staff breaks.
* Learning will take place outdoors as far as possible.
 | ManagerAll staff | 23/3/2020Updated –01/06/20Updated – 20/07/20Updated – 05/01/2021 | Yes - ongoing |
| **Cleaning*** Normal cleaning procedures are sufficient for daily practice. Staff will support thorough cleaning systems by keeping the rooms and outdoor space tidy and free from clutter. Periodic disinfection of resources and washing of soft furnishings will be included as part of the cleaning regime.
* Extra cleaning equipment and resources such as spray disinfectant, sanitiser and wipes available throughout the premises to facilitate regular cleaning.
* In the event of suspected or confirmed case of COVID 19 the Government flowchart and protocol to be followed.
 | * Children are educated about the need to maintain a tidy and hygienic environment
* Children to be encouraged to contribute to cleaning tasks in a playful way, such as washing up the home corner resources
* Outbreak – January 2021 enforcing a temporary closure. Full deep clean to take place on 05/02/2021 prior to re-opening.
 | Manager to arrangeAll staff | 27/3/2020Updated –01/06/20Updated – 05/01/2021 | /YesYes - ongoing |
| **Shielding of vulnerable people** * Staff – advice from the government is that shielding of vulnerable people should resume. Staff should liaise with their employer in respect of inability to work due to shielding and/or any protective measures required to make work possible.
* Children – if children fall into the clinically vulnerable category we advise parents that they should not be attending the setting and we will liaise with them instead to support remote learning.
* Family members – where staff or children have clinically vulnerable family members, staff/parents will be advised on how to put in place protective measures to help shield them, for example stringent hygiene measures after attending playgroup.
 | * There are currently no staff members in need of shielding however staff may liaise with their employer if their circumstances change
 | Manager | 23/3/2020Updated – 20/07/20Updated – 05/01/2021 | Yes - ongoing |
| **Visitors/Deliveries*** Parents – parents and other family members are not permitted to enter the building. If they need to speak to a member of staff this will be done by telephone. Meetings and reviews will be conducted remotely. Letters sent to parents to inform them of these measures.
* Partnership agencies – if possible, all meetings and conferences with partnership agencies will be conducted remotely. Individual requests for visits will be reviewed and if accepted visitors must abide by all protective measures as well as the additional measures listed opposite. The exception would be if there was an immediate risk to the safety of a child or in the event of a need for emergency medical attention.
* Deliveries – drivers announce their arrival at the main gate and are permitted entry by staff. Staff will meet delivery personnel at the perimeter gate and take delivery of items in a way that allows social distancing.
 | * No vehicles are permitted on site with the exception of staff, delivery drivers and services, or in the event of an emergency.
* Disabled drivers must obtain special permission to drive on site from the school staff.
* Partnership agencies working on site must wear a face covering at all times and maintain at least 2m distance from staff and children if possible. If possible, observations and meetings will be conducted outdoors. Visitors must not attend if they are unwell.
 | Manager/DSL/ SENDCo | 23/3/2020Updated – 20/07/20Updated – 05/01/2021 | Yes - ongoing |
| **Symptoms of COVID 19 –** information about signs and symptoms of COVID 19 (also known as Coronavirus) are shared with staff and parents via letters, notices and links to the Government website.* Symptoms identified at home – if a member of staff, child or family member displays symptoms of COVID 19 they must NOT come to playgroup. They must isolate at home for 14 days and seek advice from the NHS 111 website.
* Child or member of staff falling ill at playgroup – the staff member will isolate themselves and arrange for a family member to collect them (unless their symptoms warrant emergency medical attention). A child will be isolated with a staff member and parents contacted to collect them immediately.
* Testing – in the event of a suspected case of COVID 19 staff members must apply for a test. Parents will also be strongly advised to seek testing if they or their child is affected.
 | * Staff caring for a child with symptoms of COVID 19 will wear full PPE and, if possible, maintain a distance of 2m at all times.

**IN THE EVENT OF A CONFIRMED CASE OF COVID 19 WE WILL FOLLOW THE GOVERNMENT FLOWCHART AND GUIDANCE.** | ManagerAll staff | 23/3/2020Updated –01/06/2020/07/2005/01/2021 | Yes - ongoing |
| **Mental well-being** * Management will promote mental well-being by being available for support and advice where needed for staff and families. Any concerns or worries will be discussed and addressed if possible.
* Where needed and possible management will signpost staff and families to outreach support.
 | * Families at home will be kept in regular contact and supported where needed.
* SENDCo/DSL will maintain strong links with families in setting and at home and work closely with partnership agencies.
 | ManagerDSLAll staff | 23/03/2020Updated – 20/07/2005/01/2021 | Yes - ongoing |