**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**

**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).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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. Letter to parents 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 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 (only when perimeter exits are locked). Internal doors to be opened with visual barriers installed.
* 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 – PPE is provided as follows: aprons, gloves, masks, face visors/goggles. Staff are not required or expected to wear any PPE for normal operations. Exceptions to this are:
* Changing nappies or any other intimate care (full PPE)
* Administering first aid (at least apron and gloves, masks/visor for close up care)
* If a child becomes ill (full PPE)
 | * 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.
* 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 ‘free-flow’ play for the majority of the day, and to plan other outdoor learning experiences.
* Staff instructed to turn children away displaying ANY signs of illness.
 | All staff | 23/03/2020Updated –01/06/20 | Yes - ongoing |
| **Social distancing** * Arrivals/Departures - entrance area is set up with signage and social distancing markers for parents when queuing. Letters have been sent to parents with information about systems in place. Room session start and finish times are staggered.
* Building and premises – rooms and outdoor area have been reset to be more open-plan and spacious and the outdoor play space has been divided to prevent mixing of groups. Group sizes kept to a maximum of 6 with 2 staff members assigned to each group. Groups will only use one room and section of the outdoor space. Staff will consider entrance and exit points for accessing outdoor learning in the school grounds to avoid mixing with other groups. Staffroom is put out of use and only one staff member at a time to use the kitchen/office. Only staff and children permitted to enter the building. Only one child to use the toilet area at once.
* Resources and activities – available resources in rooms have been vastly reduced to minimise cleaning and have items have been chosen that encourage spacious play. Dens and other enclosed play spaces removed. Sand, mud, group sensory/water play removed (individual sensory/water play will be planned). Office staff will not share desks or computer equipment. Shared equipment such as telephone handsets to be cleaned frequently.
 | * Managers will supervise drop off/collection of children to ensure these measures are adhered to.
* Staff seating area for breaks set up on decked area, in bad weather staff may use corridor/office space.
* Snack breaks to be staggered to avoid more than one adult in the kitchen.
* Indoor coat racks provided for children’s belongings to avoid use of the corridor.
* Some office staff working from home.
* Staff to plan daily adult led activities in smaller groups, and lots of outdoor learning. Adult led activities will be used to keep children’s focus and interest in the absence of a wider range of child-led play opportunities.
 | ManagerAll staff | 23/3/2020Updated –01/06/20 | Yes - ongoing |
| **Cleaning*** Every area in use will be deeply cleaned – extra staffing and minimising of equipment put in place to facilitate this.
* Cleaning checklist used to ensure all tasks are completed based on government guidelines (see separate documentation).
* ALL staff to contribute to hygiene/cleaning measures by regular cleaning of toys, equipment and surfaces during the day and a commitment to maintaining a tidy, clutter-free environment.
* 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 shown how to limit the sharing of resources
* Children to be encouraged to contribute to cleaning tasks in a playful way, such as washing up the home corner resources
* Resources will be available in reduced amounts to facilitate cleaning but regularly rotated to maintain interest and facilitate learning.
 | Manager to arrangeAll staff | 27/3/2020Updated –01/06/20 | /YesYes - ongoing |
| **Shielding of vulnerable people** * Staff - members of staff identified as clinically vulnerable have been directed to self-isolate at home. In some cases these staff members are able to carry out work from home.
* Children – children in the clinically vulnerable category will not be permitted to attend playgroup.
* 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.
 | * Staff isolating at home will be kept informed about practice through remote meetings, emails and telephone.
* Children in this category and others choosing not to attend playgroup will be able to access remote learning ideas through Tapestry.
 | Manager | 23/3/2020 | 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 – all meetings and conferences with partnership agencies will be conducted remotely. The exception would be if here 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.
 | Manager/DSL/ SENDCo | 23/3/2020 | 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 –01/06/20 | 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 | 23/03/2020 | Yes - ongoing |