**Early Education and Childcare COVID-19 Risk Assessment Plan**

The following risk assessment is for use in early years provision to aid with the identification of risk and the subsequent planning to mitigate against these risks following the Government’s anticipated re-opening of childcare provision on 1st June.

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| **Risk: Transmission Through Contact** | Who | Protective Measures Taken: | /RAG Rating |
| To create strategies for social distancing by considering:   * Use of available rooms/spaces for use of groups * Using outdoor space to minimise transmission – | All staff | * ‘Bubbles’ created for children to be grouped with staff * Use of space allocated so that ‘bubbles’ of children do not mix * Outdoor spaces used as often as possible * Zone shared outdoor spaces for use by ‘bubbles’ * Timetable use of shared outdoor area to stagger use across the day * Use of communal areas indoors restricted * Provision made for individual staff to take lunch breaks outdoors; weather dependent * Provision for sleep facilities spaced accordingly * Staff meetings and training will be conducted through teams or completed online |  |
| To reduce risk of exposure to COVID-19 by considering:  PPE provision for personal care needs | All staff | * Stock check of essential supplies completed prior to opening e.g. gloves, aprons, hand soap, hand sanitiser, disinfectant, toilet rolls and tissues * Stock levels will be monitored closely * Supplies placed in each room for easy access to prevent staff leaving rooms for necessary equipment * Amendments made to health and hygiene policy * Make use of toilet facilities within each room where possible to avoid further cross contamination across ‘bubbles’ * Changing units/mats organised for each room where needed * First aid box contents checked for stock and use by dates |  |
| To establish procedures to ensure regular hand washing in accordance with guidelines | Allocated staff | * Children and staff encouraged to wash hands when entering the setting; after coughing or sneezing; after using the toilet; before and after handling food and prior to leaving the setting * Hand washing posters displayed in all rooms for staff and children as a reminder |  |
| To identify a contained room or area for use should a child or staff member show symptoms of Covid-19 | Nominated first aider | * Identified room (L26) has been located enabling and contagion be contained * Illness policy adapted * Parents made aware of stricter guidelines around ill health and attendance * Staff to be briefed on symptoms of COVID-19 to be able to spot signs * Parents must collect children as soon as possible should they start to display COVID-19 related symptoms * Suitable PPE has been made available in this area for the staff member supervising. All other children will remain in their bubble isolated * Staff members with symptoms will be asked to leave the premises immediately to isolate pending testing if available |  |
| **Risk: Staff and Children’s Attendance** | | | |
| To identify staffing levels to ensure the reintegration of children adheres to social distancing guidelines | Principal & Manager | * Audit of staff carried out to ascertain availability and safe return to work for individuals * Plan is in place to ensure that each ‘bubble’ of children is staffed in accordance with EYFS ratios where possible * Offer priority places to vulnerable children or to children whose parents are key workers * Seek to re-open to 3 and 4 year old funded children with working parents as a priority group * Enable younger siblings/children to attend if it helps parents to return to work and bubble numbers allow. * Contingency plan has been developed to cover staff absence/sickness * Parent’s advised on notifying setting if taken ill and symptoms so that isolation advice can be adhered to | . |
| To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation | Senior managers | * Staff meeting held virtually to share expectations with all staff and to address concerns * Regular 1-1 opportunities available to allow staff to express concerns * Access to well-being and mental health support communicated and shared with staff |  |
| To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk | Principal/Manager | * Clear expectations for parents have been shared * Details provided of safeguarding measures in place to mitigate risk of infection * Amendments added to safeguarding policy |  |
| To establish processes and procedures and share with parents for pick up and drop off arrangements to ease pressure on ‘pinch points’ | Manager | * Staggered start and end times have been established * Separate entrance points identified for the different ‘bubble’ groupings * ‘Drop and go’ procedure put in to place with more communication taking place via telephone or teams * Only parents who are symptom free or have completed the required isolation periods will be able to drop off or collect their child * Parents advised we are unable to store buggies/car seats etc. on site at this time * Requirements have been shared with parents through parent mail * Updated phone and email emergency contact lists for staff and parents |  |
| To establish a process for collecting a child due to illness or an existing appointment during the day | Manager | * Guidance for collection has been established and shared with parents through parent mail * Those displaying symptoms will be relocated to the isolated room with a first aider until they can be collected |  |
| **Risk: Maintaining Cleanliness** | | | |
| To prepare by carrying out a deep clean of the premises being used. | Business Manager/Site Team/Cleaning team | * Cleaned and disinfected all areas and surfaces prior to reopening and if necessary |  |
| To maintain a high standard of cleanliness and hygiene to mitigate risk of transmission | All staff | * Follow government guidelines as follows:   <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>   * Staff made aware of additional cleaning responsibilities * Daily checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: * Staff to use disposable cloths and warm soapy water followed by usual cleaning products * Staff to wear disposable or washing-up gloves and aprons for cleaning * In areas where a break out of COVID-19 is suspected all cleaning materials will be double-bagged, then stored securely for 72 hours and thrown away in the regular rubbish after cleaning is finished * If an area has been heavily contaminated, such as with visible bodily fluids, from a person with symptoms additional PPE must be worn - use protection for the eyes, mouth and nose, as well as wearing gloves and an apron * Where possible soft furnishings have been removed from the environment where they are not washable, wipeable or disposable * A ‘no toys/items from home’ policy established during this time except for essential comforters * Only children who are symptom free or have completed the required isolation period are able to attend * Only staff who are symptom free, have completed the required isolation period or achieved a negative test result will be allowed to work * Staffing levels limited to only those required to care for the expected occupancy levels on any given day that meets children’s needs and achieves the cleaning requirements * No visitors will be permitted unless by prior arrangement * Where safe to do so, windows will be opened to allow for airflow. Stair gates have been fitted to allow safe spaces with the door open * Children must wear clean clothing daily * Children bringing lunch must supply this in a hard plastic container and it will be sanitised on arrival by a member of staff |  |
| Ensure cleanliness of outdoor equipment is maintained | All staff | * Where used by different groups of children, sanitiser is used by staff to wipe down bikes. Bikes will be allocated to children |  |
| **Risk: Safeguarding** |  |  |  |
| To complete building and site checks before re-opening | Business Manager/Site Team | * Building and site checks completed to ensure any health and safety issues that need attention prior to re-opening are identified and actioned   Checks carried out on the following:   * gas * heating * water supply * mechanical and electrical systems (PAT testing) * catering equipment |  |
| To ensure compliance of fire safety systems | Business Manager/Site Team | Checks carried out to ensure that:   * all fire doors are operational * fire alarm system and emergency lights are operational |  |
| To identify actions required to ensure sufficiency in meeting increased demand for support where children are:   * In need of early help * Have additional needs such as behaviour, sensory impairment etc. * Exhibiting mental health and well-being issues * In need of bereavement counselling * Meeting the social care thresholds | All staff supported by SENCo/DSL and/or manager | * Children have been identified where there may be concerns from keeping in touch contacts made * NHS guidance to hand if needed * Staff briefed on amended guidance to Thresholds and pathways during COVID-19 * List of useful websites identified to be able to put support in to place quickly or signpost parents |  |
| To update staff knowledge of emerging safeguarding issues | DSL | * DSL undertaken relevant online training * Briefing given to all staff on return to work to include updates on current child protection issues. Particular focus on the toxic triangle of domestic abuse, substance misuse and mental health * Reinforced safeguarding procedures, specifically in relation to disclosures made by children to ensure staff are prepared to respond skilfully and appropriately |  |