

| Coronavirus (COVID-19) Risk assessment   |  |                                    |
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| Establishment: Fig Tree Nursery & School | Assessment by: Kulsoom & Nabeela   | Date: May 2020<br>Updated Aug 2020 |
| Review Date: September 2020              | <p><b>Red</b> – high risk</p> <p><b>Yellow</b> – medium risk</p> <p><b>Green</b> - little or no risk</p> |                                    |

| Focus    | Area of consideration | Recommendation   | Risks and level of risks   |
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| Children | Drop off              | <ul style="list-style-type: none"> <li>Families to be issued with various entrances to come into school. Social distancing to be adhered to at all times.</li> <li>Parents are to demonstrate social distancing at all times. A member of staff will be at the Reception door to welcome and signpost chd to correct entrances. Bags and lunchboxes to be hung on individually labelled hooks.</li> <li>Only children who are symptom free or have completed the required isolation period attend school.</li> <li>On arrival at the Pre-school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until 48 hours and if they are symptom free.</li> <li>No toys, teddys or blankets (or similar) to be brought in from home.</li> <li>Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, when changing rooms and before eating.</li> <li>Encourage children to avoid touching their face, eyes, nose and mouth.</li> <li>All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.</li> </ul> | <ul style="list-style-type: none"> <li>PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING.</li> <li>Families will not stick to staggered times or use good time management</li> <li>Families will not stick to social distancing</li> <li>Families will not be truthful about household health</li> <li>Children will want toys/teddies/blankets from home, raising risk of contamination</li> <li>Only 1 adult per family to drop off/collect, limit siblings that come with them where possible.</li> <li>Staff will not challenge families about health</li> <li>Hands will not be washed thoroughly</li> <li>Children will touch face, hands, mouth</li> <li>Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>Families not telling us children have had medication</li> <li>Enough staff in to ensure children can adapt easier to routine changes</li> </ul> |

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|  |                                  | <ul style="list-style-type: none"> <li>• Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting.</li> <li>• Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48hours after symptoms have ended.</li> <li>• Any child who displays signs of a cold will not be allowed in preschool until 48hours after symptoms have ended and a negative test result.</li> <li>• Children taking time to settle after prolonged break and change in routine.</li> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Aim to limit drop off and pick up to <u>1 adult per family</u> and stagger the timings where possible.</li> <li>• Consider allowing parents to enter the Pre-school for the purpose of settling In sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members.</li> <li>• Reception and older CC will be asked to come to the setting first.</li> <li>• Only 2 parents at a time to have access to School Reception area between 8.30 -8.45 AND 2.45-3.00 to help maintain social distancing and keep pupils and staff safe.</li> <li>• Social distancing signs to be added to school gates</li> <li>• ALL Payments for lunches,fees, books etc MUST be online or through dropbox</li> <li>• All entrances to be equipped with hand sanitiser</li> </ul> |   |
|  | Physical distancing/<br>grouping | <ul style="list-style-type: none"> <li>• Children’s sessions will be organised into small groups of attendance.</li> <li>• Care routines including provision of snacks should be within the space allocated to each “bubble” wherever possible.</li> <li>• The use of communal internal spaces should be restricted as much as possible.</li> </ul>  | <ul style="list-style-type: none"> <li>• Parents need for childcare, to be able to return to work, will need to be juggled against ratios and “bubbles”.</li> <li>• Staff mixing with different “bubbles” and cross contamination.</li> <li>• Lack of space to have multiple bubbles</li> </ul> |

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|  |                   | <ul style="list-style-type: none"> <li>• Reduce the number of children in the classroom to enable social distancing (no more than 15)</li> <li>• Remove excess furniture to increase space if needed</li> <li>• Excess seating to be removed and stored to aid cleaning and reduce surfaces in classes</li> <li>• Children keep to their allocated desks when in the room where possible</li> <li>• Social distancing charter created for and with the children –</li> <li>• (Include instructions how to line up, use of toilet, moving around the classroom etc)</li> <li>• Charter re-visited and modelled and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>• Children isolated if cannot adhere to charter and spoken to re the need for social distancing.(If this happens more than necessary the place at school will be revoked)</li> <li>• Lessons planned with individual tasks but with the opportunity to converse with the closest pupils</li> <li>• Feedback – using large whiteboard, visualizer and interactive whiteboard</li> <li>• Mark out an area for the teacher – 2m distancing at front of room</li> <li>• Work and books to not be collected in but left open on desks for Teachers to mark – minimal contact</li> <li>• Children allocated cloakroom space for bags, coats and lunchboxes</li> <li>• 19. Water bottles to be set on desks</li> <li>• 20. Controlled movement of pupils between areas of the class and cloakroom</li> <li>• 21. Activities planned for small groups but with appropriate spacing</li> <li>• 22. All staff are First Aid trained and have access to gloves etc if need to perform close care</li> <li>• 23. Classes to have PPE for emergency care</li> </ul> |  |
|  | Play and Learning | <ul style="list-style-type: none"> <li>• Implement social distancing where possible: <ol style="list-style-type: none"> <li>1. Small groups</li> </ol> </li> </ul>  | <ul style="list-style-type: none"> <li>• Social distancing is virtually impossible with early years children.</li> </ul> |

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|   |  | <p>2. Parents to leave the site promptly after dropping off children.</p> <ul style="list-style-type: none"> <li>Minimise the resources available to those that can be cleaned effectively.</li> <li>Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> <li></li> </ul>  | <ul style="list-style-type: none"> <li>Parents will gather in social groups outside premises.</li> <li>Children will not understand they cannot explore the setting (free flow) or self-select toys and resources.</li> </ul>  |
| Children's Wellbeing and education                      |  | <ul style="list-style-type: none"> <li>Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>Provision will not be normal. Limited access to resources. Limited staff and children in each session. Limited learning due to limited resources.</li> <li>Play equipment to be minimalised and multiple groups are not to use it simultaneously.</li> <li>Minimalise contact and mixing by altering, as much as possible, the environment.</li> <li>Removal of soft furnishings, soft toys and toys that are hard to clean.</li> <li>Where possible keep children and adults in small groups, keep these groups 2m apart from each other and minimalise contact between them</li> <li>Government reasoning – best place to learn and important for mental wellbeing to have social interactions with peers, carers and teachers</li> </ul> | <ul style="list-style-type: none"> <li>Continue germ superheroes theme</li> <li>Staff awareness of childrens needs and abilities</li> <li>Staff awareness of children needing more reassurance</li> <li>Follow current guidance on changes to EYFS, relevant to Covid 19 response.</li> <li>Limited learning due to limited resources.</li> <li>Children impacted by limited groups – negative impact on mental wellbeing</li> <li>Not normal provision – negative impact on mental wellbeing mental well being</li> <li>Staff will be focused on cleaning as we go along rather than children</li> <li>Unnatural and unsettling environment</li> <li>Culture of limiting contact with items, people and constant cleaning may instil anxiety in children</li> <li>Children needing more comfort, making them more unsettled and uncomfortable, putting staff and children at further risk</li> <li>Play base curriculum including self-selection and child led will not be able to happen</li> <li>Learning will not be natural and very forced and mental wellbeing will suffer due to unnatural social interactions with peers, carers and teachers</li> <li>Parents will not send child in sun creamed and will not always remember jumper and coat. Preschool clothing not to be used.</li> </ul> |
| Toileting, nappy changing and cleaning up of accidents. |  | <ul style="list-style-type: none"> <li>Children should be supported to do as much for themselves as possible.</li> <li>Limit number of children using sinks</li> </ul>   | <ul style="list-style-type: none"> <li>Children struggle to wait their turn.</li> <li>Children use to free flow with toilets, they may try to help others</li> <li>Not being cleaned properly</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• When changing nappies toilets are to be closed off to all other children.</li> <li>• When changing nappies staff are to wear apron and one pair of gloves aswell as face mask.</li> <li>• Children should not attend if unwell.</li> <li>• If an accident happens whilst it is dealt with no one else should use the bathroom.</li> <li>• Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Childrens own clothes to be used. <ul style="list-style-type: none"> <li>• Zones allocated toilets for use throughout the day for different year groups</li> <li>• One child in sets of toilets at a time</li> <li>• Middle sinks closed for handwashing</li> <li>• Hand gel used after toilet use as well as washing hands</li> <li>• Extra Signs in toilet re washing hands</li> <li>• Extra soap ordered to ensure we do not run out</li> <li>• Allocated member of staff to control access to toilet areas and hand basins</li> <li>• Toilets to be cleaned after lunch</li> <li>• Signs to be added on the floor to remind children of social distancing</li> <li>• Training for all support staff regarding access, including midday team</li> <li>• Pupils to continue to only use allocated toilets during breaks and numbers to be controlled</li> <li>• Hand gel dispenser in all classrooms</li> <li>• Hand gel order in large quantities</li> <li>• Extra hand washing bowls in each classroom</li> <li>• Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>• Washing hands posters replaced in all washing areas</li> <li>• Reminders how to wash hands properly – videos and posters</li> <li>• Procedure agreed for children to wash hands</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom</li> <li>• Staff will overuse PPE causing shortages and unwarranted expense</li> <li>• Parents will not send in spare clothing, or enough of it. Preschool clothes are not to be used. Child will have to go home if no home clothes provided.</li> </ul> |
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|           | <p>If a child starts displaying symptoms.</p> | <ul style="list-style-type: none"> <li>• Tissues to be available on all tables in classroom</li> <li>• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. Give a call after 48 hours and if chd is symptom free they can return to school.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. (First aid room) If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul> <p>If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p> | <ul style="list-style-type: none"> <li>• Parents must agree to prompt collection within the new contract, before child starts back a preschool. If a parent cannot agree to prompt pick up, then the child cannot return to preschool</li> <li>• Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> </ul>   |
| Workforce | Attendance                                    | <ul style="list-style-type: none"> <li>• Staff should only attend the school if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Staff with underlying conditions unable to work as normal</li> <li>• Risk assessing with regular health questionnaires for returning staff.</li> <li>• Consideration should be given to limiting the number of staff in the school at any one time to only those required to care for the expected occupancy levels on any given day.</li> <li>• All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.</li> </ul>   | <ul style="list-style-type: none"> <li>• Staff to be vigilant on health and stay away if unwell. This is likely to impact on staff finances as we often work through minor illnesses which we will no longer be able to do.</li> <li>• Testing is available to all key workers and their households.</li> <li>• Current government guidance to be followed.</li> <li>• Practitioners to receive a copy of policy and risk assessment documents before return. A copy will be retained at nursery signed by all staff to say that they have received and read a copy.</li> </ul> |

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|                                     |           | <ul style="list-style-type: none"> <li>• Staff should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.</li> </ul>  |  |
| Workforce                           | Wellbeing | <ul style="list-style-type: none"> <li>• Staff will be working different hours and in different groups</li> <li>• Staff will be focused of children and cleaning as we go along</li> <li>• Socialisation and interaction will be different with a limit to contact with other adults and the children – this is NOT possible</li> </ul>  | <ul style="list-style-type: none"> <li>• Limited learning due to limited resources.</li> <li>• Children impacted by limited groups – negative impact on mental wellbeing</li> <li>• Not normal provision – negative impact on mental wellbeing mental well being</li> <li>• Staff will be focused on cleaning as we go along rather than children</li> <li>• Unnatural and unsettling environment</li> <li>• Culture of limiting contact with items, people and constant cleaning may instil anxiety in children</li> <li>• Children needing more comfort, making them more unsettled and uncomfortable, putting staff and children at further risk</li> </ul> |
| Food Preparation, snack and lunches |           | <ul style="list-style-type: none"> <li>• Be mindful of spacing between classes in dinning hall</li> <li>• Remove easel and spread tables out.</li> <li>• Staff and Children MUST wash hands before prep or eating,</li> <li>• Staff and children MUST wash hands after eating.</li> <li>• Adults to handle eaten food as little as possible.</li> <li>• Children and adults to be responsible for their own food rubbish. <ul style="list-style-type: none"> <li>• Hall to be set up to respect social distancing by dinner staff</li> <li>• Seats set with distance between placings</li> <li>• Lines to respect the distancing guidance to be managed by allocated Middays</li> <li>• Hand washing to be controlled by class teachers (KS1 use their toilets, year3/4 in classroom, year 5/6 use water fountain)</li> <li>• Controls clear for exiting the lunch hall in to the allocated playground.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Regular hand washing before prep and eating.</li> <li>• Regular hand washing after eating.</li> <li>• Children and staff to put their own rubbish in the bin.</li> <li>• If children are very messy, staff need to use appropriate PPE to clean.</li> <li>• Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners and cough, spit everywhere. Children to bring in packed lunch.</li> </ul>   |

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|                                 |                              | <ul style="list-style-type: none"> <li>All catering and Midday staff to receive training and have expectations made clear (Infection control like all other staff)</li> <li>Catering team to be issued with face visors and gloves</li> </ul>  |  |
| Workforce and Parents           | Physical distancing/grouping | <ul style="list-style-type: none"> <li>Wherever possible, staff should remain with the small group of children, the “bubble” of children who they are allocated to.</li> <li>Social distancing must be maintained during breaks.</li> <li>Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>Where possible, meetings and training sessions should be conducted through virtual conferencing or ensure social distance.</li> </ul>   | <ul style="list-style-type: none"> <li>Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.</li> <li>Staff to engage with virtual conferencing via zoom. This can be done via app on phone/tablet or laptop.</li> </ul>  |
|                                 | Training                     | <ul style="list-style-type: none"> <li>All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.</li> </ul>  | <ul style="list-style-type: none"> <li>Training available online for infection control and covid 19. Certificates to be presented/mailed before start date. (Educare course)</li> </ul>  |
|                                 | Physical distancing          | <ul style="list-style-type: none"> <li>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the nursery boundaries whilst maintaining social distancing guidelines.</li> <li>All measures should be taken to minimise contact between the parent and other children and staff members.</li> </ul> | <ul style="list-style-type: none"> <li>Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the committee will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them</li> <li>Further breaches may result in loss of child’s place at preschool.</li> <li>Allowing parents to enter premises can put staff and children at risk.</li> </ul> |
| Parents, committee and Visitors | Communication                | <ul style="list-style-type: none"> <li>Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.</li> <li>clearly and promptly keep all staff informed of changes and details of wages, policies etc.</li> </ul>   | <ul style="list-style-type: none"> <li>Policy to be sent out to each family before return</li> <li></li> </ul>   |
|                                 | Visits                       | <ul style="list-style-type: none"> <li>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance).</li> <li>Where essential visits are required these should be made outside of the usual Pre-school ours where possible.</li> </ul>  | <ul style="list-style-type: none"> <li>Produce virtual tour to go onto website.</li> <li>Unannounced visitors not to be admitted</li> <li>Visitors by appointment only (contractors)</li> <li>Governors and staff to engage with virtual conferencing/meeting.</li> </ul>  |

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|        |   | <ul style="list-style-type: none"> <li>All committee involvement, should where possible, be conducted via virtual conferencing such as zoom.</li> <li>New family show rounds should be done virtually outside of preschool hours.</li> </ul>  |   |
| Travel | Travel associated with setting operations | <ul style="list-style-type: none"> <li>Wherever possible staff and parents should travel to the nursery/school using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.</li> </ul>  | <ul style="list-style-type: none"> <li>Guidance not followed</li> </ul>   |
| PPE    | Both Workforce and children               | <ul style="list-style-type: none"> <li>Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>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: <ul style="list-style-type: none"> <li>Children, young people and students 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</li> <li>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 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 should also be worn</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately.</li> <li>Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks and eye shields only when a child becomes unwell.</li> <li>PPE may not be available to purchase or be in short supply. Should this happen and all reasonable attempts to get more fails then preschool should close.</li> <li>All PPE, personal and preschool, should be used according to current guidelines. The touching of masks/shields should be treated in the same way as touching a face. Hands will require washing for at least 20 seconds.</li> </ul> |

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|                   |  | <ul style="list-style-type: none"> <li>•</li> </ul>  |  |
| Cleaning          | Undertake regular cleaning                 | <ul style="list-style-type: none"> <li>• Clean AND disinfect frequently touched surfaces throughout the day.</li> <li>• This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>• Play equipment to be minimalised and multiple groups are not to use it simultaneously.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ul> | <ul style="list-style-type: none"> <li>• Cleaning not completed thoroughly</li> <li>• Cleaning supplies not available</li> <li>• Cleaning implemented before closure to be continued.</li> <li>• Soft toys and furnishings to be removed from setting, where possible.</li> <li>• Resources not in use should be behind plastic covers and disinfected before use.</li> <li>• Staff skin will get sore from frequent use of cleaning products</li> </ul> |
| Cleaning REVIEWS: | Cleaning of electronics                    | <ul style="list-style-type: none"> <li>• Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> </ul>   | <ul style="list-style-type: none"> <li>•</li> </ul>  |
|                   | Disposal of potentially contaminated waste | <ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:             <ol style="list-style-type: none"> <li>1) the individual tests negative; waste can then be put in with the normal waste</li> </ol> </li> <li>• the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ul>  | <ul style="list-style-type: none"> <li>• storage issues with this – speak with school</li> </ul>   |