



## **Wye Under Fives Preschool – Covid-19 Risk Management Assessment, revised for September 2020**

The Risk Management Assessment is written to follow the order of 'System of Controls': the set of actions early years settings must take, as given in the government guidance "Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak" Updated 27<sup>th</sup> July 2020.

### **PREVENTION**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-10) symptoms, or have someone in their household who does, do not attend settings
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach
5. minimise contact between groups where possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1-4 MUST be in place in all settings, all the time.

Number 5 must be considered, and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances

### **RESPONSE TO ANY INFECTION:**

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID 19) amongst the setting community
9. contain any outbreak by following the local health protection team advice
10. notify ofsted

Numbers 7-10 must be followed in every case where they are relevant.



When consider the Risk Management Assessment around the threat of transmitting Covid 19 virus within the Wye Under Fives Preschool setting the following are recognised:

Identify the Hazard:

The Hazard is either the Direct Transmission or Indirect Transmission of Covid 19 Virus

Who is at risk:

Staff members, children, parents and carers are at risk

Additional adults such committee members or adults making deliveries are also at risk.

	What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
1.Entry & Exit	Social distancing	<ul style="list-style-type: none"> <li>• Only one carer per child</li> <li>• 2 m distance to be maintained between adults</li> <li>• 2 m distance to be maintained between carer &amp; entrance.</li> <li>• no unnecessary additional item to be brought in by children. Nothing stored on site for families</li> <li>• no other adults to be accepted on site unless emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance to be communicated to families</li> <li>• Tape markers on the floor. Reminders on the door.</li> </ul>	SH to share with all staff. Everyone then responsible	Guidance shared / Markers / signs to be in place for 8/6/2020.  All other controls on-going	In place 5/6/2020



		<p>staff/committee/Representative of Ofsted</p> <ul style="list-style-type: none"> <li>FROM SEPT 2020, collection and return of children to be managed through the garden door at morning drop off and afternoon collection to ensure sufficient space for families to social distance. Front door can be used at lunchtime drop/collect.</li> </ul>	<ul style="list-style-type: none"> <li>Arrows / direction markers to be in place on the outside of the building</li> </ul>	SH to share with all staff. Everyone then responsible	From beginning of term, 3/9/20	
	Health	<ul style="list-style-type: none"> <li>No symptomatic carers / children to attend</li> <li>Catch it/bin it/ Kill it respiratory hygiene to be actively encouraged</li> </ul>	<ul style="list-style-type: none"> <li>pedal bin and box tissues to be present in reception</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
	Cleanliness	<ul style="list-style-type: none"> <li>hands sanitised with gel at main door or washed for 20seconds on entry to the setting.</li> <li>one staff member to open/close door</li> <li>door to be sanitised on inside and out – handle, lock &amp; handrail</li> <li>Lunch trolley to be sanitised and kept in reception so only children use it</li> <li>child to put away lunchbox / coat</li> </ul>	<ul style="list-style-type: none"> <li>sanitiser bottle to be sanitised after use</li> <li>nothing to be left outside for adults to touch</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	



		<ul style="list-style-type: none"> <li>children's hands to be washed/sanitised as they leave the setting</li> </ul>				
2. Registration	Social distancing	<ul style="list-style-type: none"> <li>children to sit on the floor for registration</li> <li>staff member taking registration to aim to sit 2mtrs away from the children facing them.</li> </ul>	<ul style="list-style-type: none"> <li>adults to be aware floor may become uncomfortable</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
	Health	<ul style="list-style-type: none"> <li>catch it/bin it /kill it for respiratory health then sanitise hands again</li> </ul>	<ul style="list-style-type: none"> <li>easy access to tissues / bin / sanitiser</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
	Cleanliness	<ul style="list-style-type: none"> <li>sanitise before and afterwards any chairs used staff</li> </ul>		SH to share with all staff. Everyone then responsible	All controls on-going	
3. Medication	Social distancing	<ul style="list-style-type: none"> <li>staff and child to wash hands for 20s before and after medication has been given.</li> </ul>		SH to share with all staff. Everyone then responsible	All controls on-going	
	Health	<ul style="list-style-type: none"> <li></li> </ul>				
	Cleanliness	<ul style="list-style-type: none"> <li>Medication brought in from home must be 'double bagged'</li> <li>Staff to wear gloves to remove medication from the bags and throughout the time of dealing with the medication.</li> <li>medication to be replaced in the bag and returned to the family</li> </ul>		SH to communicate to parents & share with all staff. Everyone then responsible	All controls on-going	



4. Toileting / Nappy change	Social distancing	<ul style="list-style-type: none"> <li>• One child per toilet block at any one time</li> <li>• Adult to remain in the hallway unless child needs help</li> <li>• one adult / one child in the room for nappy changing</li> </ul>		SH to share with all staff. Everyone then responsible.	All controls on-going	
	Health	<ul style="list-style-type: none"> <li>• Ensure handwashing adheres to government guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Enough resource available and to be replenished frequently</li> <li>• Staff to monitor and assist children</li> <li>• use of song/rhyme to support good hygiene</li> </ul>	All staff	All controls on-going	
	Cleanliness	<ul style="list-style-type: none"> <li>• High touch points to be cleaned between each use – flush / lid / taps / basin / changing table top &amp; ladder</li> </ul>	<ul style="list-style-type: none"> <li>• adequate resources to be available at adult height, away from children. (window shelf)</li> </ul>	All staff	All controls on-going	
5. Snack & Lunch Time	Social distancing	<ul style="list-style-type: none"> <li>• Children to go in pairs or 4's to wash hands for 20seconds before snack / lunch</li> <li>• Where possible, snack / lunch will be eaten outside in the open air, weather permitting.</li> <li>• Children to collect own lunchbox from trolley</li> <li>• Children to empty waste into bin and put lunchbox away.</li> <li>• Children to go in pairs /4s to wash hands after snack / lunch</li> </ul>		SH to share with all staff. Everyone then responsible	All controls on-going	



	Health	<ul style="list-style-type: none"> <li>hands to be washed before and after food for 20 seconds.</li> <li>snack to be prepared in to individual bowls so children don't select from a group bowl with a spoon</li> </ul>		SH to share with all staff. Everyone then responsible	All controls on-going	
	Cleanliness	<ul style="list-style-type: none"> <li>all tables &amp; chairs to be sanitised before snack/lunch</li> <li>washing up bowl (dry) to be available to collect plates/cups</li> <li>no table cloths to be used</li> <li>nothing extra to be kept on the table</li> </ul>	<ul style="list-style-type: none"> <li>Children to bring drink bottles in preference to beakers/jugs.</li> <li>washing up to be collected and removed straight away for cleaning</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
6. Indoor play	Social distancing	<ul style="list-style-type: none"> <li>Preschool aged children are not expected to remain socially distanced but to help control the virus by means of good hygiene</li> <li>windows / door to garden to remain open for ventilation whenever possible.</li> </ul>	<ul style="list-style-type: none"> <li>no sand / playdough / malleable play allowed currently</li> <li>soft furnishings / toys have been removed</li> <li>books to be read to children by adult in preference and then removed for 72hrs at the end of the day</li> <li>please see cleaning schedule</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
	Health	<ul style="list-style-type: none"> <li>maintain regular washing of hands</li> <li>maintain good respiratory hygiene 'catch it/bin it/kill it' then sanitise hands</li> </ul>	<ul style="list-style-type: none"> <li>easy access to tissues/bin/sanitiser</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	



		<ul style="list-style-type: none"> <li>disposable aprons to be used instead of craft aprons. Each apron to be used and binned.</li> </ul>				
	Cleanliness	<ul style="list-style-type: none"> <li>toys cleaned as per cleaning schedule</li> </ul>	<ul style="list-style-type: none"> <li>any toys seen in a child's mouth to be immediately removed and sanitised.</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
7. Outdoor Play	Social distancing	<ul style="list-style-type: none"> <li>Preschool aged children are not expected to remain socially distanced but to help control the virus by means of good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>we will be encouraging as much outdoor play as possible</li> <li>parents have been requested to apply all day sun cream to their child before the session starts</li> <li>if an outdoor area becomes particularly congested with playing children, staff to encourage children to spread out.</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
	Health	<ul style="list-style-type: none"> <li>Hands to be washed before going outside and on the child's return to the building</li> <li>maintain good respiratory hygiene: catch it/ bin it/ kill it and then sanitise hands.</li> <li>Families are requested to apply sun cream to their child before they come to preschool. Sun</li> </ul>	<ul style="list-style-type: none"> <li>tissues / bin / hand sanitiser to be easily available outside.</li> <li>Staff must wash hands for 20s before</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	



		<p>cream will be reapplied by staff where necessary. we will use a factor 50 sun cream for children. If your child has an allergy to sun cream, please supply your own in a plastic bag with the child's name on the front.</p>	<p>applying the first child's sun cream and then after each child has had sun cream applied.</p> <ul style="list-style-type: none"> <li>• Staff applying sun cream may choose to wear gloves if they wish. Gloves must be changed between each child. Staff wearing gloves to apply cream must also wash hands before the first child, between subsequent children and after the last, as above.</li> </ul>			
	Cleanliness	<ul style="list-style-type: none"> <li>• toys/bikes/trikes etc to be sprayed with sanitiser at the beginning of the session and re-sanitised before storing away</li> <li>• Water play will be allowed, with a maximum of two children playing at once and then the water will be refreshed and the bowl / toys sanitised.</li> </ul>		SH to share with all staff. Everyone then responsible	All controls on-going	
8. Electric devices/appliances	Social Distancing	<ul style="list-style-type: none"> <li>• Staff to be aware of social distancing when using electric devices/appliances</li> </ul>	<ul style="list-style-type: none"> <li>• device/appliance to be wiped with sanitiser after use.</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	





	Health	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• as above</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
	Cleanliness	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• as above</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
9. Staffing	Social Distancing	<ul style="list-style-type: none"> <li>• Staff to be aware of social distancing of the team in the setting</li> </ul>	<ul style="list-style-type: none"> <li>• no other adults to be allowed in the setting unless emergency responders, representative of Ofsted or member of WUF committee</li> </ul>	SH / Committee	All controls on-going until gov't guidance changes & risk measures tested & found robust	
	Health	<ul style="list-style-type: none"> <li>• If staff are symptomatic, they must remain away from the setting and undergo a test for Covid-19.</li> <li>• Staff to maintain good hand hygiene and good respiratory hygiene to model the behaviour to children</li> <li>• staff are advised to have their break outside, if not available then please use the kitchen,</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to be re-inducted before being allowed to work in the setting – with full understanding of the Policy, Procedures, Cleaning Schedule and Risk Management Assessment.</li> </ul>	SH / Committee plus staff responsible for own behaviours	All controls on-going	



		<p>only one person in there at a time.</p> <ul style="list-style-type: none"> <li>• Staff to keep their own stationery / pen to hand to reduce possibility of indirect transmission</li> <li>• staff mobile phones to be left in their own bag, in the kitchen cupboards out of the way, rather than in the tin.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased frequency of supervision to include focus on mental health and wellbeing of all staff. Including where possible, completing supervisions via technology to reduce physical contact.</li> <li>• NB. This risk assessment will apply to all staff.</li> </ul>			
	Cleanliness	<ul style="list-style-type: none"> <li>• Staff advised to wear a clean uniform every day</li> </ul>		SH to share with all staff. Everyone then responsible	All controls on-going	
10. Staff or children become symptomatic whilst at the setting	Social distancing	<ul style="list-style-type: none"> <li>• Symptomatic staff will be immediately sent home from the setting</li> <li>• Symptomatic children will be removed from the main group and isolated in the small meeting room with one staff member who will be wearing PPE (face mask/apron/gloves). The child's emergency contacts will be called immediately so the child can be collected as it's</li> </ul>	<ul style="list-style-type: none"> <li>• If life appears to be at risk, call <b>999</b>.</li> <li>• All records held for staff and children to be updated with emergency contact details</li> <li>• In accordance with the current government guidelines the symptomatic</li> </ul>	SH to share with all staff.  Manager on site at time responsible.  All staff have a responsibility to ensure safety of all	All controls on-going	



		imperative they are collected immediately	<p>individual must self-isolate for 10 days and their household must self-isolate for 14 days. Covid-19 testing must be organised for the person who is symptomatic by calling 119. Family/staff member to comply with the requests of NHS Test &amp; Trace. It is the responsibility of the child's guardian or the symptomatic staff member to organise the test for that person/themselves</p> <ul style="list-style-type: none"> <li>• Parent/staff to advise setting when this has been organised. It is not the responsibility of the setting to organise the testing.</li> <li>• Parent/Staff to advise setting of the test result asap.</li> <li>• The setting will actively maintain a log of when a test is</li> </ul>	children in the setting		
--	--	---	--	-------------------------	--	--



			<p>booked and what the test result is. The setting will make frequent contact with the guardian/staff member to maintain this record log.</p> <ul style="list-style-type: none"><li>• If the test comes back positive then everyone in the setting must isolate for 14 days.</li><li>• If during that 14-day isolation period a member of the setting becomes symptomatic, they must then isolate for a further 10 days and they must have a C-19 test, organised by their guardian/themselves and confirm test completed/results to the setting asap.</li><li>• if there are any circumstances when an individual may be thought to be Covid-19 positive and it's not yet confirmed, the</li></ul>			
--	--	--	---	--	--	--



			setting reserve the right to refuse entry to that person (staff, child or carer)			
	Health	<ul style="list-style-type: none"> <li>Staff caring for isolated child must use PPE and following the donning / doffing guidance to protect from virus transmission</li> </ul>	<ul style="list-style-type: none"> <li>PPE available on site</li> <li>Donning/Doffing guidance included in the re-induction of staff plus available on site.</li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
	Cleanliness	<ul style="list-style-type: none"> <li>Wye Village Hall Committee to be immediately informed.</li> <li>The isolation area must be immediately cleaned.</li> <li>If the test comes back positive then the whole setting needs to be deep cleaned and Public Health England and Ofsted informed</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	SH to share with all staff. Everyone then responsible	All controls on-going	
11. Member of Staff / Child household becomes symptomatic	Social distancing / Health / Cleanliness	<ul style="list-style-type: none"> <li>If a household member of a staff or child's home becomes symptomatic, the staff / child will be asked to immediately self isolate for 14 days. During this time they will not be allowed in the setting.</li> </ul>	<ul style="list-style-type: none"> <li>Staff / child must be isolated for 14 days.</li> <li>A C19 test must be organised by the household for every member of their family and the results of the staff member / child fed back to Wye Under Fives.</li> <li>If a negative result is received, then they</li> </ul>			



			<p>may return to the setting.</p> <ul style="list-style-type: none"> <li>• If a positive result is received, then the setting members must then self isolate.</li> <li>• If a child or staff member goes into isolation due to a symptomatic household member, the whole setting will be informed and then updated with the test result.</li> </ul>			
12. Staff / Child / Carer has been in contact with a diagnosed case of C-19	Social distancing / Health / Cleanliness	<ul style="list-style-type: none"> <li>• Any staff member, carer or child that has been in contact with a diagnosed case of C-19 must follow government guidance and self-isolate for 14 days. During this time they will not be allowed in the setting.</li> <li>• <b>If a case of C-19 is confirmed for a member of staff or child attending the setting then the setting will close for 14 days.</b></li> <li>• <b>If a staff member becomes symptomatic during the 14 day period then the setting will extend the closure period to ensure that 10 days have elapsed from the time that the</b></li> </ul>	<ul style="list-style-type: none"> <li>• if the staff / child /carer become symptomatic they must self-isolate for 10 days and they must organise to have a C19 test and feed back the results to the setting.</li> <li>• following a positive test result all other members of setting must self isolate for 14 days. If they subsequently become symptomatic they must organise for a</li> </ul>	SH to share with all staff. Everyone then responsible  SH / Committee responsible to manage situation	All controls on-going	



		<p><b>staff member's symptoms appeared or until the symptoms have disappeared if that is after the 7 days.</b></p> <ul style="list-style-type: none"> <li>The setting will only reopen when staffing levels permit.</li> </ul>	<p>C19 test and confirm results to the setting.</p> <ul style="list-style-type: none"> <li>if there are any circumstances when an individual may be thought to be Covid-19 positive and it's not yet confirmed, the setting reserve the right to refuse entry to that person (staff, child or carer)</li> </ul>			
13. Emergency Evacuation	Social distancing / health / cleanliness	<ul style="list-style-type: none"> <li>an Emergency Evacuation must be practiced during the first week of reopening.</li> <li>Where possible, follow the usual procedures and then socially distance the group/bubble away from any other groups are also evacuated from the area at that time.</li> </ul>		SH to share with all staff.  Manager on site responsible and all staff to help achieve safe outcome	All controls on-going	Emergency Evac completed w/c 8/6/2020
14. Insufficient staff to maintain ratios	Social distancing / health / cleanliness	<ul style="list-style-type: none"> <li>If a situation arises where there are insufficient staff to safely care for the children in line with the safeguarding and welfare section of the EYFS framework, then the decision may be taken to temporarily close the setting.</li> </ul>	<ul style="list-style-type: none"> <li>Ofsted and KCC will be notified.</li> </ul>	SH to share with all staff.  SH / Nominated person / Committee responsible	All controls on-going	



The Covid-19 Risk Management Assessment will be circulated to all families with children registered in the setting; all staff members; all committee members. It will also be published on the preschool website [www.wyeunderfives.co.uk](http://www.wyeunderfives.co.uk)

The Covid-19 Risk Management Assessment was agreed and adopted by the committee of Wye Under Fives Pre-school on Tuesday 2<sup>nd</sup> June 2020. Further to agreement and adoption, the decision is confirmed that Wye Under Fives will re-open on Monday 8<sup>th</sup> June 2020.

The Risk Management Assessment will be reviewed daily for the week of Monday 8<sup>th</sup> June and then reviewed weekly from the week of Monday 15<sup>th</sup> June and subsequently fortnightly after that.

Prior to the start of the September 2020 term, the Risk Management Assessment was thorough reviewed in line with the government guidance: Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak, updated 27<sup>th</sup> July 2020

This Risk Management Assessment was written by

Wye Under Fives Pre-School

Date

4<sup>th</sup> September 2020.

Date to be reviewed

January 2021, or early if new guidance is received.

Written by, on behalf of the provider

Stephanie Harrison & Laura Mockford

Name of signatory

Reviewed by Committee



