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| **Early Years Setting** | **Pangbourne valley playgroup** | | | | | |
| **Job, Activity or Task** | **Covid 19 protective measures in early years settings** | | | | | |
| **List the Hazards?** | **Who might be harmed & how?** | **What are you already doing to lower risks?** | **Additional actions required** | **Action by Whom?** | **Action by when?** | **Date complete** |
| **Capacity of the building/space to accommodate children required** | **Staff, children, visitors to site** | Cohort (bubbles) no longer required  Children can attend more than one setting | Parents to inform PVPG of other settings that there child attends so that we ay update settings as required in the case of suspected COVID-19 and vice versa |  |  |  |
| **Maintaining adequate Staffing** | **Staff** | Staffing allocation is done on a weekly basis and the following are considered:   * Authorisation onto the site will be by the Manager/Lead. * All staff medical needs to be discussed with the Manager/Lead prior to them entering the setting. * Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed, any changes must be noted and if required new control measures put in place. * Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.- * There is an emphasis on ensure social distancing between staff, therefore the smallest number of staff are allocated to a space – they are spread out across the setting site and in classroom bases. * Lone working should be avoided.   Staff to staff interaction;   * No physical contact. * Maintain social distance wherever possible * No close contact activities. | Staff will social distance  Risk assessments will be completed on individual staff if/when required  Staff to be given training on how to deal with a suspected case and shown where ppe is kept if required |  |  |  |
| **Access to and egress from site** |  | * Everyone must on entering site must either wash hands or use appropriate hand sanitiser. * Stop all non-essential visitors entering site * Monitor site access points to enable/ensure social distancing – * Remove or disable entry systems that require contact e.g. code entry systems or fingerprint scanners. * Allow plenty of space (two metres or 1 metre plus face mask etc) between people waiting to enter site. * Regularly clean and disinfect common contact surfaces in communal areas, access control and delivery areas e.g. screens, telephone handsets, staff only work spaces, particularly during peak flow times. * Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible. * In larger groups settings, try to avoid hot desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day. | At drop off and no parent will come through gate. 2 metre apart spots on floor so parents can social distance whilst waiting (shouldn’t be needed if they stick to drop off time given)  Doorbell will be put by gate during opening hours  When children come in they will go straight to bathroom to wash hands |  |  |  |
| **Use of indoor space** |  | Where possible Staff are to maintain a safe distance between each other (2 metres)..   * All persons are to wash their hands prior to or upon entering rooms. * Space/rooms to be kept very well ventilated.   Strict hygiene rules to be implemented, all staff to be asked to do the following:   * Wash hands on entry to setting. * Use alcohol-based hand sanitiser where hand washing facilities are not available. * Establish a routine for hand washing. * Display PHE handwashing posters around school * Wash hands if face is touched. * All hand contact surfaces to be cleaned throughout the day.   Equipment:   * Ensure all equipment used is cleaned daily.   Activities and resources   * Resources should be cleaned after use (including computers)   Personal care for pupils   * Where personal care routinely already involves PPE then this should continue to be the case, *no additional measures are required* | Everyone to wash their hands upon entry  Surfaces will be cleaned regularly throughout the day including toilet area as children will be taken there to use and wash hands.  Dettol will be used along with green paper towels which will be disposed of immediately  Red tape on floor to show children they can’t go past that point this will be explained to them. Toys limited where not easily cleaned after use or put aside for 72 hours before being used again  Children will be sat down and spoken to about expectations. Toys that have been used that week will be disinfected (Milton at the end of the week (Friday). |  |  |  |
| **Use of outdoor areas and play equipment** | **Staff, children** | * Access to outdoor equipment that cannot be cleaned to be restricted i.e. sandpit | Spray bottle brought and area will be cleaned with jeyes fluid. |  |  |  |
| **Access to staff toilets, rest rooms and changing facilities** | **Staff** | Staff to follow social distancing guidance where possible.   * Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres. * Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. * Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. * Bin liners should be used in all bins | Staff will space themselves around the room. Staff will work together to ensure cleaning is completed and communicate with all team so everyone is kept updated. |  |  |  |
| **Meals / snacks** | **Staff, children** | * All persons should be required to stay on site once they have entered it and not use local shops etc. * Food and drink should only be consumed in areas that are suitable and can be easily cleaned * Break times, if any, should be staggered to reduce congestion and contact. Cohort groups should not mix. * Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. * Food should be protected against contamination by coughing, sneezing, etc. * All adults should sit 2 metres apart from each other whilst eating and avoid all contact. * Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used. * Payments should be taken by contactless methods wherever possible. * Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. * Tables and chairs should be cleaned before, between and after use. * All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. * All areas used for eating must be thoroughly cleaned at the end of each break and between cohorts, including chairs, door handles. * Extra care taken with food hygiene, children are not to share food or use communal utensils/equipment to prepare their own. | Designated snack area (table near kitchen) snacks will be provided by parents so staff don’t have to touch everyone’s food  Handwashing is available all the time in bathroom and hand santiser also available  All children will bring lunch in a plastic containers and have a named water bottle  If any plates or cutlery are used a hot wash on the dishwasher will be used  Tables and chairs to be sprayed and wiped after each use. |  |  |  |
| **Suspected cases of Covid 19** | **Staff, children visitors to site** | If a person displays symptoms - A high temperature or a persistent cough, they should:   * Notify the Manager/Lead immediately. * Avoid touching anything. * Move child to a separate room (if possible) and contact parents for immediate collection. If a staff member needs to stay with them then they must remain 2m away. If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances. * Follow guidance on safe fit, use, removal and disposal of PPE and RPE. * If a staff member shows symptoms they must go home immediately. * All other persons are to maintain a safe distance from affected individual. * If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. * Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. * They must then **follow the guidance on self-isolation** and not return until their period of self-isolation has been completed.   A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. | Adult gowns up and takes child to cloak room. Parent is called and they follow the government guidelines.  Once child has gone staff member will clean and others go outside (if weather is bad children will go into book corner)  Parents be informed to keep look out for symptoms  On a confirmed case nursery close and deep clean  Ensure children self-isolate for 14 days if they have been in close, face to face contact with someone who has tested positive for the virus |  |  |  |
| **Cleaning** | **Staff, children visitors to site** | A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Cleaning protocol is as follows:   * Hard surfaces to be cleaned prior to disinfecting. * A combined detergent disinfectant solution or chlorine-based cleaner is to be used. * Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. * Hand towels and hand wash are to be regularly checked and replaced * Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. * Only cleaning products supplied by the setting are to be used. * Bin liners should be used in all bins | Room cleaned during the day and hoovered and mopped at the end of the day.  We use Dettol for our hard surfaces Milton to soak our toys, bleach for down the toilet and floor cleaner to clean floors.  Handtowels will be checked throughout the day and replaced when required |  |  |  |
| **First aid provision** | **Staff, children visitors to site** | It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.  Wash hands and ensure the affected area is cleaned upon completion | Gloves and aprons provided |  |  |  |
| **Fire** | **Staff, children visitors to site** | * Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). * **In the event of an unplanned evacuation, fire safety must take priority over social distancing.** | Fire drill to stay the same |  |  |  |
| **Deliveries and waste collection** | **Staff, children visitors to site** | * If practicable drivers should wash orsanitise their hands before unloading goods and materials. * Do not approach delivery staff, allow packages to be left in a safe place. * Hands are to be thoroughly washed after handling all deliveries or waste materials. * Waste to bags and containers - to be kept closed. * If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). | Deliveries to gate and drop off there  Waste bins are outside our perimeter |  |  |  |
| **Visitors to site** | **Staff, children visitors to site** | * No non-essential visitors are allowed onto the site. * All visits to site are by appointment only * All visitors to be made aware of site rules * Only visitors carrying out essential maintenance deemed necessary to the safe running of the setting are to be allowed on site and will read signs in reception regarding good hygiene. * Parent show arounds to take place when no children are present (Friday) | No visitors  No one should turn up unexpected only parents. Planned visitors usually call first |  |  |  |
| **Contractors** | **Staff, children visitors to site** | * Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. * Staff and contractors are to maintain a safe distance between themselves and others (2 metres). * All contractors are to wash their hands upon entering the site. * Strict hygiene rules to be implemented, all contractors are to be asked to do the following: * Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. * Repeat the hand washing/sanitising every hour. * Site inductions are to be carried out following social distancing principles (2m separation).The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. | Maintenance usually gets done when children not on site if this cant be helped then they must wash hands on arrival. Children to be kept away whether this be main room or outside. |  |  |  |
| **Weather** | **Staff, children** | * All persons to dress appropriately for the weather. * Facilities are provided to shelter from the elements. | Suncream provided by parents enough spare clothes to be provided as we don’t have a great supply and it can’t be returned after.  When applying suncream, staff to wear gloves for each child. |  |  |  |
| **Lack of awareness** | **Staff, children visitors to site** | * Posters will be displayed in the welfare areas and in suitable places around site. * “Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. | Talk to children about what’s going on and why we are doing it.  Posters put up (catch it bin it kill it). |  |  |  |
| **Hand sanitiser** | **Staff, children visitors to site** | * To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. * When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. * Do not use near heat sources. * **Note:** it is preferable to use soap and water before resorting to hand sanitizer. * Hand sanitiser must be stored in accordance with the manufacturer’s instructions * Use of hand sanitiser by pupils must be supervised * A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by the setting. | Hand wash and hand sanitiser available.  Hand sanitiser stored on a shelf within reach of adults but not children also kept away from heat source |  |  |  |

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| **Risk assessment completed by** | |  | | **Signature** | |  |
| **Risk assessment sponsored by** | |  | | **Signature** | |  |
| **Date assessment completed** | |  | | | | |
| **Risk assessment communicated to relevant staff by** | | **Briefing**  **Email**  **Copy & Signature**  **Other** | | | | |
|  | | | | | | |
| **Review Date** | **Assessor** | | **Signature** | | **Sponsor** | **Signature** |
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**Additional guidance documents:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>