

This risk assessment was devised following government guidance in particular:

- Guidance Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak Updated 27 July 2020
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (Department for Education, 12 May 2020)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings (Department for Education, 12 May 2020)
- Covid-19 Cleaning in non-healthcare settings (Department for Education, 15 May 2020)

Name of Setting: Kemerton Early Years and Forest School C.I.C

Assessor: Deb Manns

Review Date: continual

<p><b>What is the risk?</b></p> <p>The spread of Covid19 through direct contact with a contaminated adult or child or via indirect contact via contaminated surfaces/objects.</p>			
<p><b>Who may be at risk:</b> Employees, children and young people, families (parents, carers and siblings), visitors, contractors, members of public.</p> <p><b>Vulnerable groups</b> – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.</p>			
Area/Group Affected	Control Measure Implemented	Action Required before 1 <sup>st</sup> June (tick when completed)	Amendments
Building	<ul style="list-style-type: none"> <li>• Signage displayed around building to remind staff and families of symptoms and to reinforce healthy hygiene habits.</li> <li>• Use outdoor play area for drop off when possible. (weather, Pre-school children)</li> <li>• Modify entrance to maintain social distancing (signs, floor markings, handover at door).</li> </ul>	<ul style="list-style-type: none"> <li>• Print and laminate signs instructing parents of correct drop off/collection procedure.</li> <li>• Inform parents of drop off / collection arrangements</li> <li>• Measure and mark 2 metre distance in entrance and waiting areas.</li> <li>• Print and laminate hand washing signs.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• In areas where queues may form, display floor markings to indicate distancing.</li> <li>• Display laminated picture signs in toilets and playrooms in front of sinks showing hand washing.</li> <li>• Rooms will be well ventilated, with windows open. Doors will be open only when the safety of the children is not compromised.</li> <li>• Government guidelines regarding isolation periods if children or family members display symptoms of Covid 19 will be strictly adhered to. Any child displaying symptoms of Covid-19 must isolate for 10 days, if somebody in their household has symptoms the child must isolate for 14 days.</li> <li>• Hand sanitizer available at all entrance points and in all rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure adequate supply of hand soap and gel, order more if required. Distribute to entrance.</li> </ul>	
<p>Parents</p>	<ul style="list-style-type: none"> <li>• Encouraged to practice 'handwashing song' with children at home.</li> <li>• Communication via email and signage to notify parents of control measures implemented, what to expect and their role to reinforce them.</li> <li>• Vulnerable children ('clinically vulnerable' to coronavirus) identified and told not to attend early years settings if shielding.</li> </ul>	<ul style="list-style-type: none"> <li>• Send video of handwashing song to parents.</li> <li>• Send email to parents prior to 1<sup>st</sup> Sept to let them know what to expect upon their return and the correct procedure for drop off/collection.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• Where necessary individual risk assessments for children at special risk (take account of medical advice).</li> <li>• Parents informed only one parent to accompany child to the setting.</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors.</li> <li>• Parents (and children) to wash hands on entering and exiting the building.</li> <li>• Parents will hand over children at the door to avoid entering the playroom.</li> <li>• Maximum of 2 parents at any time allowed in entrance hallway. Others will be requested to queue outside whilst observing the 2 metre rule.</li> <li>• Keep handover with parents brief (and observing 2 metre rule) and encourage parents to telephone if they would like a more detailed handover.</li> </ul>		
<p>Children</p>	<ul style="list-style-type: none"> <li>• Children encouraged to sing 'handwashing song' and to practice at home.</li> <li>• Children to wash hands on entering and exiting the building.</li> <li>• Children encouraged to wash hands at regular intervals throughout the day including before meal times, before and</li> </ul>		



	<p>will be required to isolate for 14 days.</p> <ul style="list-style-type: none"> <li>• Encourage children (that are able to understand) not to touch their face.</li> </ul>		
<p>Staff</p>	<ul style="list-style-type: none"> <li>• Staff to wash hands on entering and exiting the building and at regular intervals throughout the day.</li> <li>• Hold a meeting with staff to ensure everyone understands the control measures put in place and their responsibility in implementing them.</li> <li>• Vulnerable employees ('clinically vulnerable' to coronavirus) identified and told not to attend early years settings if shielding.</li> <li>• Where necessary individual risk assessments for employees at special risk (take account of medical advice).</li> <li>• Assess how many employees are needed and identify those that can remain working from home.</li> <li>• Hold regular staff briefings and keep staff informed if guidance changes.</li> <li>• Keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Staff are (wherever possible) to observe the 2 metre rule between other staff and parents.</li> </ul>	<p>Staff to inform Manager if they think they require an individual risk assessment based on medical advice.</p> <ul style="list-style-type: none"> <li>• Staff to consider increased use of outdoor area in their planning.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staff will not be required to keep a 2 metre distance from children and should offer the usual care and physical comfort where required.</li> <li>• Following government guidance staff are not required to wear face masks (unless caring for a symptomatic child awaiting to be collected) however may do so if they wish.</li> <li>• Staff to identify and plan activities that can be done outside.</li> <li>• Staff to be vigilant of communal areas such as toilets to ensure they are not crowded and if necessary limit the number of children allowed at any one time.</li> <li>• Worksurfaces to be kept clear to be easily disinfected throughout the day.</li> <li>• Cleaning of areas where a symptomatic child or adult has been/touched will be rigorous and follow the guidance set out in the government document 'Covid 19: Cleaning in non-healthcare settings'.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to read the Covid-19: Cleaning in non-healthcare settings document.</li> </ul>	
<p>External Visitors</p>	<ul style="list-style-type: none"> <li>• Limit visitors by exception (e.g. for priority contractors, emergencies etc.).</li> <li>• Request that prospective parents wanting to view the nursery seek information from the website or via telephone. Offer only a brief show around of the outdoor area and the rooms from the doorway without entering the play rooms.</li> </ul>		

	<ul style="list-style-type: none"><li>• All necessary visitors to wash hands on entering and leaving the building,</li></ul>		
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## Links

Department for Education (2020) *Coronavirus (COVID-19): implementing protective measures in education and childcare settings. Guidance for education and childcare settings on how to implement protective measures.*

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