



Coten End Pre-school CIO Risk Assessment for opening during Covid 19 Pandemic 2020/2021

Date of risk assessment: March 2020

Address of setting: Warwickspace 71 Coten End Warwick CV34 4NU

Assessor and role within the setting: Hazel Jones Manager

Reviewed 30 April 2021 Reviewed November 2021

Date of assessment review: continually being re -assessed and altered

Level of general risk: MEDIUM

Classification of who is at risk

Coten End pre-school staff	A
Coten End Pre-school parents	B
Coten End Pre-school children	C
Volunteers	D
Other agencies	E

Risk Ranking

Low risk	Acceptable and monitor
Medium risk	acceptable subject to guidance
High risk	Unacceptable activity must not take place

Risk	Category of persons involved	Actions to be taken	Risk level	Alterations to this risk assessment and why
<p>Covid 19 Children on site</p>	<p>A B C</p>	<ul style="list-style-type: none"> • UK Government guidance being followed • The DFE guidance “Early years and childcare COVID- 19 guidance is being followed • Record kept of all children attending daily and this is reported to WEY daily • One bag of 3 sets of clothes, a sun hat and sun cream to be kept at setting does not go home/ bag will be sprayed on first entry before being hung on child’s own peg • The childs coat must be bought in first day and left at the setting • All children wash hands regularly singing happy birthday twice 	<p>Medium</p>	<p>Records are now sent to WEY weekly. This has been since March 2021</p> <p>April 2021 - Each childs bag is now taken home daily. All washing is sent home to be washed at home</p> <p>April 2021 – childrens coats can now be transported from home to the setting</p>

<p>Covid 19 Children on site</p>	<p>A B C</p>	<p>Parents do not enter the building</p> <ul style="list-style-type: none"> • Parents wash children's hands on entry before handing over to staff • Always in line with staff to children ratios • Information posters are present across site on hygiene • Children to be placed into bubbles. Rota for bubbles staffing has been sent to staff in other file • Regular cleaning of frequently used toys • All activities apart from dressing up clothes and wooden toys will be available • water play will have soap added to it and changed after each bubble group has played in it • Play dough will 		<p>As from September 2020 – we stopped keeping children in bubbles. We made the decision that due to many touch points/toilets/main entrance and the garden being used by both age groups it was impossible to completely isolate children. Because staff cross over rooms for the afternoon sessions – staff were mixing with both age groups also</p> <p>As from April 2021 small amounts of wooden resources and some dressing up activities were reintroduced to the setting</p> <p>April 2021 - Playdough is now made weekly – all child continue to have their own playdough in their labelled pot</p>
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Covid 19 Children on site	A B C	<p>be used by the group in for that day then thrown away and new playdough used for the start of a new day</p> <ul style="list-style-type: none"> • If a child does become ill whilst in the setting, then all water/ playdough will be changed, and all equipment fully cleaned. 		<p>April 2021 – procedure for replacing playdough and cleaning resources is there is an outbreak continues</p>
Entry and pick up	A B C	<ul style="list-style-type: none"> • Children registered to enter the gallery room are to wait on the left hand side of the car park at the from of the building. • Children registered to enter the main hall to wait on the Right hand side of the carpark (as you look at the centre) • Signs will be put on windows reminding parents to keep social distance from each other. • Children attending the main hall are to enter the building first and then the gallery room children 		<p>April 2021 – Parents continue to stand 2 meters apart whilst waiting to drop off or collect children. We encourage parents/carers to wear masks</p> <p>September 2020– we were told by the directors of Warwickspace to remove all our signage from the main door regarding COVID19 and our regulations.</p> <p>Due to children using the same entrance children come in directly after washing their hands</p>

		<ul style="list-style-type: none"> • Children to stand by parent always • Parents must wash their child's hands before entering the building at the hand washing station • All children to be collected at the end of a session – there are to be no early collections during Covid 19 pandemic • If a child is upset on entry the person at the door will pick them up to comfort them and after they have settled, they will wash their hands • No child will be refused entry because they are upset and common sense should overrule fear of the virus, if the staff member on the door wishes to use a mask they can do so. 		<p>September 2020 – due to some parents working hours and shifts – children did sometimes need to be collected prior to the end of a session</p> <p>As from September 2020 – it was mandatory that all staff answering the main door were to wear masks at all times.</p> <p>From June 2021 masks were not mandatory November 2021 – masks must be worn by visitors to the setting</p>
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Lunch boxes and drinks	A C	<ul style="list-style-type: none"> • Lunches to come in a throwaway bag • All bags and used items to be disposed of at the end of session for lunch • The fridge is to be washed daily after the bags have been taken out ready for lunch time • Each child will bring a water bottle with them at their first session. This bottle will stay at the setting until the end of term 		April 2021- all children could bring lunch boxes containing their lunch. Parents were notified in the Easter Holidays via Family
Cleaning throughout the day and end of day	A C	<ul style="list-style-type: none"> • The setting and all surfaces will be cleaned using milton solution at the end of each day including all floors, doors touchable surfaces and toilet areas • Throughout the day when children are moving between areas/equipment toilets the staff will use milton solution in a spray bottle which is sprayed and left and can be used on all surfaces 		

		<ul style="list-style-type: none"> ● Toilets will be cleaned after each child has used a toilet by 'floating staff' ● One toilet is to be labelled as out of use – this toilet is only to be used if there is a suspected case of Cov19 ● All toys and equipment will be sprayed at the end of the day with milton solution ● The outside equipment will be sprayed with milton solution between uses and at the end of each day using a spray bottle with diluted milton ● Dressing up clothes and cushions have been removed ● All equipment will be sprayed three times a day, once in the morning before starting session/once at lunch time while children have lunch and then at the end of session 		<p>April 2021 – As both groups continue to mix – outside toys are sprayed at the end of each day</p> <p>April 2021 – small amounts of dressing up is being reintroduced. This is washed weekly. We continue only to use wipeable mats and cushions</p>
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		<ul style="list-style-type: none"> ● carpets and rugs will be steam cleaned / washed and stored safely away until it is safe to use them again 		
Outdoor play during Covid 19	A C	<ul style="list-style-type: none"> ● The only toys that children will have access to will be those made of plastic as they easily disinfected ● The canopy and small play house will be sectioned off so children don't have access ● The sand pit and soil tray will be out of use during this period ● There will be no tents or similar to reduce children being in close contact to others ● All resources will be sprayed with milton solution between 		<p>April 2021 – all toys are gradually being reintroduced</p> <p>April 2021 – the canopy area and small house outside is reopened</p> <p>April 2021 – den play is reintroduced</p>

		<ul style="list-style-type: none"> each bubble using them • Water play can be accessible to children if there is soap in it – this tray must be emptied and refilled after each bubble group • Paint and chalk may be used but a separate chinks and paint resources for each bubble group 		<p>April 2021 – all outside areas are sprayed at the end of the day</p> <p>April 2021 – water trays being used, but not in bubble groups</p> <p>April 2021 – both groups use all paint resources and chinks</p>
Art resources	A C	<ul style="list-style-type: none"> • Painting resources can be available to children – all paints are to be changed daily and brushes should be antibacterial wiped after each child's use • Pens and crayons will be wiped clean at the end of each session am and pm • Each bubble will have their own sets of each • All art work must be sent home on the day or it is to be thrown away. 		<p>April 2021 – all pens etc are not wiped down after each session, although they are wiped daily</p> <p>April 2021 – all art work not taken home daily is taken home at the end of the week</p>

<p>Covid 19 Someone entering the building with infection</p>	<p>A, B, C, D, E</p>	<ul style="list-style-type: none"> •UK Government guidance being followed •The building is closed to the public so visitors are not permitted •Deliveries are left at front porch •Information posters are present at entrances •Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies <p>Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day.</p> <ul style="list-style-type: none"> •All fundraising events cancelled until further notice • Deputy Manager communicates daily with Manager to assess and evaluate the risks via mobile devices. Manager to contact Warwickspace and committee with any concerns •Finance Manager and Manager 	<p>medium</p>	<p>April 2021- We have begun to accept potential parents to visit the setting with strict policies in place. All visitors either parents or ones from outside agencies must provide a negative LFT test result</p> <p>November 2021 – as long as said person over 18 years of age has been double vaccinated there is now no requirement to isolate. Staff must get a PCR test if in contact with COVID but if result is negative no requirement to isolate.</p> <p>Children to be PCR tested if sent home with 1 or more symptoms of COVID and negative result must be provided to the setting before child can return</p> <p>April 2021 – there are no information policies as Warwickspace directors told us that they had to be removed</p> <p>April 2021 – general maintenance continues to be completed in the holidays</p> <p>March 2021 - Fund raising activities restarted for the Easter holidays. The activity didn't involve parents accessing the building it was a home based activity</p> <p>Summer term 2021 - All staff were back in the setting, no one was furloughed.</p>
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		<p>working from home when possible to reduce number of adults on site</p> <ul style="list-style-type: none">•Other users of the building at present are not entering building.•Parents to collect only at end of session time <p>Parents wash hands of their own children as they enter the building.</p>		<p>From March 2021 – The afterschool club and the Ballet class were back in the building. Measures were taken to ensure all shared areas were cleaned daily even more efficiently. Our opening and closing times stayed the same since the beginning of lockdown to reduce crossing over in the foyer</p>
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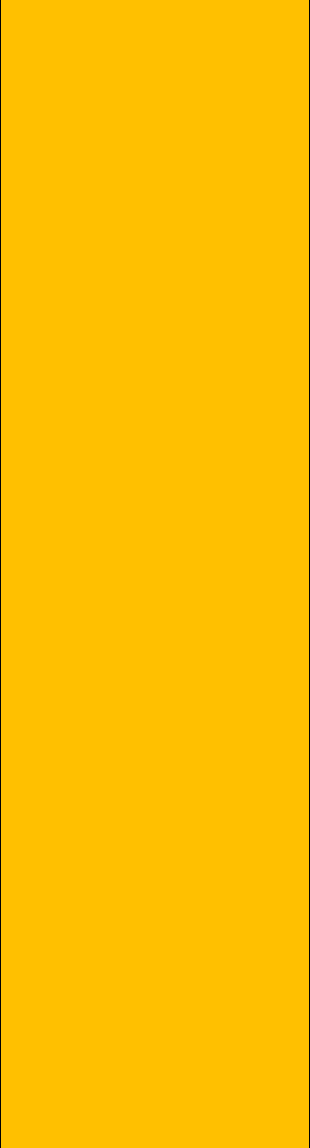
<p>COVID-19 Someone becomes ill in the workplace</p>	<p>A B C D E</p>	<p>UK Government guidance being followed Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online Workplace will be decontaminated following UK Government Best practice hygiene requirements are being followed. Managers communicating daily to assess and evaluate the risks Best practice social distancing of 2 meters is being followed as best as possible Information posters on hygiene are present on notice board and toilets Regular cleaning of frequently touched areas take place Parents to be Informed</p>	<p>Medium</p>	<p>From November 2021 pre-school are following guidelines regarding persons that have received 2 COVID jabs and now longer required to isolate if in contact with covid</p> <p>March 2021 – all staff had LFT tests twice a week</p> <p>As time went on it was obvious that social distancing for staff was impossible</p>
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<p>COVID-19 Contaminated workplace</p>	<p>A B C D E</p>	<p>UK Government guidance being followed</p> <ul style="list-style-type: none"> • Workplace will be decontaminated following UK Government guidelines • The cleaner to be called to do deep clean • Best practice hygiene requirements are being followed. • Best practice social distancing of 2 meters is being followed a best as possible • Information posters are present across site on hygiene • Regular cleaning of frequently touched areas • Building is closed to the public so visitors not permitted • Information posters are present at notice board • Only necessary maintenance carried out by external contractors • Extra hygiene by staff encouraged 		<p>Since June 2021 we have begun to allow agencies attend the setting that required to observe and assess children</p> <p>Parents were encouraged to feel free to make appointments to discuss issues with staff/management face to face</p>
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<p>COVID-19 Vulnerable Employees</p>	<p>A B C D E</p>	<ul style="list-style-type: none"> • UK Government guidance being followed • Managers have identified certain vulnerable employees • Vulnerable employees may be required to work from home <ul style="list-style-type: none"> • Pregnant workers will be told to self-isolate or work from home 		
<p>COVID-19 Employees who have contracted COVID-19 outside of work</p>		<ul style="list-style-type: none"> • UK Government guidance being followed • If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Pre-School policy. • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online 		<p>AS of November 2021 all staff were double vaccinated therefore if they were in contact with someone then they would need to get PCR test and only if positive would have to isolate</p>

		<p>guidelines</p> <ul style="list-style-type: none">• Employees with COVID-19 or suspected COVID-19 will self-isolate as per Government guidelines <p>The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines by Pre-school cleaner</p>		
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<p>COVID-19 Symptomatic or exposed employees remaining in workplace</p>	<p>A, B, C, D, E</p>	<ul style="list-style-type: none">•UK Government guidance being followed•Employees are advised to follow NHS Guidance online•Symptomatic employees will be instructed to go home•Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance •The workplace will be decontaminated following Government guidance•Some staff will be working from home		
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<p>COVID-19 Self isolation and wellbeing</p>	<p>A B C D E</p>	<ul style="list-style-type: none">• UK Government guidance being followed• NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>)• Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc		
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COVID-19 Travel	A B C D E	<ul style="list-style-type: none">•UK Government guidance being followed•Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers•Employees are advised to limit the use of public transport•Employees are advised to keep Social distancing whilst traveling		Guidelines continually change Staff need to check latest news before travelling and on return
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<p>COVID-19 Visiting other sites or home visits</p>	<p>A D</p>	<ul style="list-style-type: none"> All visits to other sites such as training courses have ceased 		<p>Most training continues to be virtual If training is in person staff follow providers guidelines</p>
<p>COVID-19 Other building users</p>	<p>A D</p>	<ul style="list-style-type: none"> No others users are in the building at present 		<p>Other users have returned to the building Masks are worn in communal areas Opening hours for all groups staggered to allow ross over in main entrance to be limited</p>
<p>COVID-19 Committee and Staff Meetings</p>		<p>Government guidance being followed</p> <ul style="list-style-type: none"> Committee are not attending site Committee are being kept up to date via email and telephone. Committee meetings will be conducted via mobile devices and without the need for any Committee member to travel All staff meetings will be held via Zoom 		<p>May 2021 meetings started to take place outdoors</p>

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