

**Covid-19 Risk Management**

This is an evolving risk management and may change if government recommendations change, or if the identified risks within preschool change.

Last edited: 8th November 2020

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| Focus | Area of consideration | Adjustments |
| Operating hours | Session days and times | From 7th September 2020 preschool will open Monday – Thursday 9:00am-3:00pm   * Reduced demand for places means that most children’s needs can be met within these hours * Reduced sessions will ensure extra time for planning and cleaning * From September 2020 all staff will work 100% of their contracted hours. |
| Children | Attendance | * Only children who are symptom free and whose families are symptom free or have completed the required isolation period may attend the setting. |
|  | Physical distancing | * No more than 12 children in preschool at one time (and no more than four 2-year-olds) * We currently (November 2020) have 16 children on roll. Within the preschool we will be one ‘bubble’, with no more than 12 children attending at one time. * Children **will not** be made to stay 2 metres apart from each other or their teachers – this is unrealistic and will lead to distressed children and stressed adults! Staff members will exercise judgement in providing physical comfort (in the form of a hug, having a child on their lap, holding a child’s hand). An adult should only provide physical contact if it is initiated by the child, or if there is no alternative (eg when encouraging a child to move from one area to another they may need to hold an adults hand or smaller children may need to be carried) |
|  | Wellbeing and education | * Children will be supported in an age-appropriate way to understand the steps they can take to keep themselves safe. These will include regular handwashing and sneezing into a tissue. * Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff will be aware of children’s need for emotional support during this time |
| Staff | Attendance | * Staff may only attend preschool if they and their families are symptom free, have completed the required isolation period or achieved a negative test result * Staff members are asked to check their temperature each morning and not attend work if their temperature is above 37.8 degrees C. |
|  | Physical distancing | * Social distancing must be maintained during breaks * Staff members must avoid physical contact with each other |
|  | Training | * All staff members will receive training in infection control and the operating procedures and risk assessments within which they will be working |
| Parents | Physical distancing | * Only parents who are symptom free or have completed the required isolation period may drop off or collect children * Children will be dropped off or collected at the preschool entrance to avoid parents entering the building, although parents will be allowed into preschool if not doing so will cause a child distress. * Markings will be made outside the preschool gate to indicate where parents should stand whilst they wait for their children. |
|  | Communications | * Parents will receive clear communication about the role they play in the safe operating procedures of preschool, and of the measures being taken to ensure the safety of the children and themselves * Parents must let us know immediately if their child tests positive for covid-19 by emailing [info@preschool.tees.org.uk](mailto:info@preschool.tees.org.uk) |
| Visitors | Visits | * Visitors to the preschool will not be permitted unless essential (eg essential building maintenance). Where essential visits are required these should be made outside of preschool operating hours if possible. * Parents will not be able to stay for settling sessions during the November lockdown. * New child visits will be arranged outside of preschool operating hours. |
| Travel | Travel | * Wherever possible staff and parents should travel to preschool alone, using their own transport * If public transport is necessary, current guidance on the use of public transport must be followed. |
| Hygiene and Health and Safety | Hand washing | * All children and staff must wash their hands upon arrival at preschool * Children and staff members will be encouraged to wash their hands frequently * Children will be supported to ensure thorough hand washing |
|  | Cleaning | * An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children’s toys and equipment * Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly * Disposable cloths will be used and changed each day |
|  | Waste disposal | * All waste must be disposed of in a hygienic and safe manner * Any waste from a child who has been unwell with symptoms of Covid-19 must be dealt with following the guidelines * Tissues must be immediately disposed of |
|  | Laundry | * Any items requiring laundering must be washed in line with NHS laundry guidelines * Staff members are advised to wash their clothes after each session |
|  | Continuous Provision | * All activities will be risk assessed. There will be no activities involving materials which are not easily washable such as malleable materials, soft toys, dressing up clothes, blankets or soft furnishings (cushions, bean bags etc) * Sand/play dough will be disposed of at the end of each day. |
|  | Snack times | * Each child will bring their own lunch and snack each day. * Each child will have their own individual plate/bowl/cutlery/cup. * There will be no sharing of food or utensils. * All plates/cups etc will be washed in the dishwasher after use. |
|  | PPE | * Government guidance is that extra PPE is not required for general use in early years settings to protect against Covid-19 transmission. PPE should continue to be worn as normal (gloves and aprons) for nappy changing, food preparation and the administration of first aid |
| Premises | Building | * Windows will be open where possible to ensure ventilation |
|  | Resources | * Children will not be permitted to bring items from home into preschool unless necessary (eg comfort blanket) * All resources required for play/learning will be cleaned between each session * Equipment used by staff such as stationary, tablets etc will be cleaned regularly |
| Supplies | Procurement and monitoring | * We will ensure an adequate supply of essential items for ensuring infection control * A monitoring system for the usage of PPE and cleaning supplies will be implemented to ensure that stock is available at all times |
| Responding to a suspected case |  | * In the event of a child developing suspected Covid-19 symptoms whilst at preschool they should be collected as soon as possible and isolate at home in line with NHS guidance * If a child becomes ill whilst at preschool their temperature will be taken * Whilst waiting to be collected the child will be isolated from others (in the Buzzy Bee room) with a window open for ventilation * The staff member responsible for the child during this time will wear a face mask, disposable apron and gloves. The area will be thoroughly cleaned immediately, the person responsible for the cleaning must wear appropriate PPE. * In the event of a staff member developing suspected Covid-19 symptoms whilst in preschool they must return home immediately, order a covid-19 test and isolate at home in line with the NHS guidance. |