

Coronavirus (COVID-19) protective measures risk assessment

Name of setting:	Willow Tree Big Kindergarten	Date of this risk assessment:	8/1/21 1
Risk being accessed:	This risk assessment will assist Willow Tree Kindergarten in preventing the transmission of Coronavirus (Covid-19) in the setting.		
Aim:	To support the health and safety of all children, families, staff and visitors.		
Risk assessment to be reviewed on:	21/9/20	Guidelines:	
What are the main methods of limiting the transmission of Coronavirus (COVID-19) at Willow Tree Kindergarten	1. Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices	Coronavirus (COVID-19): guidance for schools and other educational settings: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	
	2. Infection prevention and control through regular cleaning practices	Actions for <u>early years and childcare providers during the Coronavirus (Covid-19) outbreak</u> : https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures	
	3. Infection prevention and control through minimising contact and mixing (social distancing)	Coronavirus (COVID-19): implementing protective measures in education and childcare settings: 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	
	4. Infection prevention and control by responding to individuals who are unwell with coronavirus symptoms and avoiding contact with anyone with symptoms	COVID-19: cleaning in non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	
People at Risk:	Staff Children Parents & carers	Building size and Description:	It is a large hall with wooden floor and, 2 exits and windows on one side. It has a separate area with 2

	Visitors Contractors Vulnerable groups	ventilated toilets and a small hall. It has a separate small kitchen with a door to the garden. It has a large enclosed garden.
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1. Frequent hand cleaning and good respiratory hygiene practices

What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices			
Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Cleaning/washing hands regularly	<p>Upon entry to the kindergarten staff and children and visitors must use antibacterial hand gel or soap available at entry and exit points. Children will be supervised to ensure it is used correctly.</p> <p>Hand washing facilities with running water are in place and fully stocked with soap. Everyone reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly.</p> <p>Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often</p>	We will use signs and posters outside kindergarten where hand sanitiser will be found to use before coming in	<p>Elodie Rummage will ensure that soap dispensers and antibacterial hand gels are full from the start of each day.</p> <p>All staff are informed to direct everyone to use hand sanitiser upon</p>

	<p>throughout the session, for example before starting a new play activity and before and after eating. Some children may prefer to use hand sanitiser and this will be offered to ensure that hands are cleaned regularly.</p> <p>Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>We will remind everyone to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and throw the tissue straight away in the nearest bin. Tissues will be available both inside and outside and a bin will be within 2 metres of the tissues. These are lidded bins and the surface will be cleaned regularly. After using a tissue hands will be washed for 20 seconds or hand sanitizer will be used.</p> <p>Staff teams will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>We will provide learning opportunities for children to learn and practise good hygiene through games, songs and repetition and puppet shows.</p>		<p>entering the building.</p> <p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.</p>
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What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes/No

What is the risk rating: Medium

2. Regular cleaning practices

What is the hazard: Risk of Covid-19 transmission through poor cleaning practices			
Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Surface cleaning	<p>Frequent disinfecting of objects and surfaces that are touched regularly, tables, work surfaces, sinks and toilets will be cleaned regularly everyday, where possible after each use.</p> <p>Other surfaces such as door handles, light switches, and chairs will be cleaned before children arrive with a deep clean at the end of the day.</p> <p>Surfaces in the kitchen and table tops will be cleaned after each use.</p> <p>When cleaning we will use soapy water first and follow with disinfectant.</p> <p>Hard play resources and equipment will be disinfected at the end of each day. Small and soft material toys will be removed and stored for 72 hours before the next use</p>	<p>We will follow the guidelines: COVID-19: cleaning in non-healthcare settings</p> <p>We will model good cleaning practices where it is appropriate for children, for instance wiping the table with soapy water before disinfecting.</p> <p>We will have a check list for morning a afternoon cleaning</p>	<p>Elodie Rummage will ensure it is happening</p> <p>All adults in the setting are required to be aware of and maintain cleanliness</p>

	<p>with muslin and aprons washed at high temperatures once a week.</p> <p>We will use blue roll to wipe and disinfect surfaces.</p>		
Sanitation	<p>Bins will be emptied at the end of the day with waste being sealed and put in the outside bins.</p> <p>Toilets will be flushed with the lid down and will not be used again for 2 minutes where possible.</p> <p>Children will have separate towels for hand drying that are washed daily.</p>	<p>We will follow the guidelines: COVID-19: cleaning in non-healthcare settings</p>	<p>All staff will be responsible</p>
Food preparation, eating utensils and clearing up	<p>The daily snack will be prepared by adults and stored under cover until snack time.</p> <p>Children will only help with food preparation if the food will be cooked at high temperatures or to be eaten directly after by the child who helped only.</p> <p>We will encourage regular drinking during the sessions, offering water to children and cleaning and disinfecting cups with boiling water after use. Children will learn to ask for a drink if they are thirsty so that only fresh water is used.</p> <p>After snack or lunch time all utensils will be cleaned and sterilised with boiling water before being returned to cupboards.</p> <p>Eating equipment will be washed in a dishwasher once a week.</p>	<p>The adults will bring a tray with cups and water to the children to encourage drinking during long periods of play.</p>	<p>Elodie Rummage</p>

What is the Hazard: Risk of Covid-19 transmission through poor cleaning practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes

What is the risk rating: Low

3. Minimising contact and mixing (Social distancing)

What is the Hazard: Risk of Covid-19 transmission through close contact with others			
Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Shielded and clinically vulnerable children and young people	Shielded children are more vulnerable and if they are attending a separate risk assessment will be written for them	Talk to parents of vulnerable children and see if they have been told to shield	Elodie Rummage
Shielded and clinically vulnerable adults	Vulnerable adults can choose to work. A visor will be given for them to wear. Staff will all follow a 2 meter social distancing where possible. If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically	Staff risk assessment to identify vulnerabilities in the staff group with changes made to	Elodie Rummage

	extremely vulnerable), including those who are pregnant, they can attend	support vulnerable staff	
Staff who may otherwise be at risk from coronavirus	Protective measures and PPE are available to all staff		
Visitors to the kindergarten	<p>Only staff and children will be admitted unless a parent needs to enter for an emergency, in which case they will wear a face mask.</p> <p>We will Stop all non-essential visitors from visiting the setting, and where possible use remote conference calling instead. Where visitors and contractors are required to visit on site they will be instructed to make an appointment and follow the control measures within this risk assessment.</p> <p>Any visitor to the kindergarten will be asked to wear a mask inside and to remain 2 meters away from the staff or children.</p>		Elodie Rummage
Traveling to and from the setting	We will consider how staff, parents, carers and children travel to and from our setting and discourage travel on public transport where possible. We will signpost these people to the COVID-19 safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	We will encourage families and staff to walk or cycle to the setting where possible.	Elodie Rummage
Drop off/pick up times	We will use signage at entry points to remind parents, carers, children or any member of the household that if they have the symptoms of Covid-19 (high temperature or a persistent cough) they will not be allowed to leave their child at the setting.	We will have posters on the fence to remind families to socially distance and wear face masks	Elodie Rummage

	<p>If needed we will stagger drop off and pick up times, parents will be contacted and asked to try and arrive during a specific time slot.</p> <p>Where possible we will encourage one parent or carer to drop off/pick up their child.</p> <p>Where parents and carers are waiting to drop off or collect their child we will remind them to adhere to social distance guidelines.</p> <p>If families are waiting to enter with their child they will be asked to stop their child playing with others.</p> <p>Parents will be asked to leave promptly to avoid congestion.</p>		
The kindergarten will not have more than 25 children on the register making it a relatively small bubble.	<p>The children will be encouraged to play outside and when they are inside doors and windows will remain open where it is safe to do so.</p> <p>Only healthy children will come to class, children with any symptoms will be required to stay at home.</p>	If children have symptoms for other illnesses their parents will be contacted and asked to keep the child at home until they are healthy again.	Elodie Rummage
Craft and domestic activities	<p>Activities will be set up before the children arrive Any equipment needed to be used will be cleaned before the children arrive.</p> <p>If a child needs help from an adult they will position themselves next to the child and be aware of cleanliness and the catch it, bin it, kill it method if they need it.</p>		Elodie Rummage With the help of all staff

	Children will wash hands before and after the activity to encourage cleanliness.		
Ring time and story time	<p>These are indoor activities and windows will be open for ventilation.</p> <p>Children will have mats to sit on spaced in a large circle for ring time and a large arc for story. These mats will be rotated for re use after 72 hours.</p> <p>Social distancing will be practised during ring time with children imitating movements standing upon their mat and distanced from others.</p> <p>Singing will be quiet with plosive sounds in songs avoided if possible</p>		Elodie Rummage With the help of all staff
Toys for free play	<p>The kindergarten will reduce the number of toys available and clean these regularly.</p> <p>Each day will have a small number of woollen puppets, muslin veils, wooden bowls and silk scarves. There will be 3 sets of toys that are rotated during the week with a 72 hour period before they are re used.</p>		Elodie Rummage With the help of all staff
Water play and sand play	<p>Children will collect water from a hose or tap in watering cans to water the garden.</p> <p>The sand will be rotated with a 72 hour period before re-use.</p>		Elodie Rummage With the help of all staff
Children's belongings	Children will only bring in spare clothes, waterproofs and sun protection. These will be stored on their peg with only children expected having clothes out. Some		Elodie Rummage With the help of all staff

	children may bring in a soft toy, this will be stored in their bag and brought out for cuddles by its owner only.		
Outside play	<p>Outside toys will be reduced and checked for cleanliness in the morning.</p> <p>Children will have adequate shade and shelter to protect from the sun and rain.</p> <p>Children will be supervised by at least 1 adult.</p>		Elodie Rummage With the help of all staff
Inside play	<p>Windows will be opened to increase air flow.</p> <p>The room will be set up to make a larger space for children to spread out in.</p> <p>Carpets will remain to soften floors and will be steam cleaned daily.</p> <p>Children will be supervised by at least 1 adult.</p>		Elodie Rummage With the help of all staff
Going for a walk	<p>The kindergarten will use the ability to go for a walk as a meaningful activity that can occur in the outdoor environment.</p> <p>Before going for a walk children will go to the toilet and wash their hands.</p> <p>During the walk children will walk in pairs holding hands, with an adult leading and an adult at the back.</p> <p>Everyone will keep close together while walking to the destination and if other people are encountered on the</p>		Elodie Rummage

	<p>walk the children will be encouraged to stand respectfully to the side.</p> <p>When at a local park the children will be able to let go of their partner and will be encouraged to explore the area as a group, keeping close together and avoiding encounters with others in the park.</p> <p>Children will wear reflective jackets at all times and will wash their hands on return.</p> <p>The teacher will take the register, a first aid kit, hand sanitiser, children's contact numbers, a mobile phone some tissues and a bag to seal tissues in if they were to be used (to be disposed of at kindergarten).</p>		
Help with personal care	<p>Children will be encouraged to wipe themselves after using the toilet or to change their clothes themselves if they are wet. Children will wash their hands when they have finished.</p> <p>In the cases where staff need to help their will be gloves available and staff will wash hands for 20 seconds after helping.</p>		<p>Elodie Rummage With the help of all staff</p>

Lunches/breaks	<p>When a member of staff needs to take a break they will leave the premises.</p> <p>Children will be spaced around the table for snack or lunch time with gaps between them.</p> <p>The teacher will have eating and drinking utensils to hand to the children so that only 2 people touch them before eating.</p> <p>Only the teacher will serve food and give to the children.</p> <p>The teacher will wash hands or use hand sanitizer before serving food.</p>		Elodie Rummage With the help of all staff
Building/premises	<p>Areas will be kept well ventilated by keeping windows open where possible.</p> <p>We will limit the number of children who use toilet facilities at one time to ensure that toilets do not become crowded.</p> <p>Entrances and fire exits will not be blocked</p>		Elodie Rummage With the help of all staff
Meetings	<p>We will use remote working tools to avoid in-person and face to face meetings.</p> <p>Where meetings cannot be undertaken remotely, participants attending meetings will maintain distancing throughout. Where possible we will hold meetings outdoors or in well-ventilated rooms.</p> <p>Everyone will be discouraged from hand shaking and general personal greetings.</p>	The family will have been told that the meeting will only happen if they have had no covid-19 symptoms in the last 14 days and that 2 meter social distancing will be occurring.	Elodie Rummage

	Meetings will be on Friday afternoons after the children have left and the room has been deep cleaned. Meetings with new families will take place in the garden with a short tour inside.		
Wellbeing	Management will promote mental health & wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help. MIND Coronavirus and your wellbeing Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) Young minds child's mental health during the coronavirus (COVID-19) pandemic		Elodie Rummage and the Wellbeing trustee

What is the Hazard: Transmission of Covid-19 through close contact with others

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes

What is the risk rating: Medium

4. Individuals who are unwell/avoiding contact with anyone with symptoms

What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell			
Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Recognising the symptoms of coronavirus	<p>Ensure that all staff recognise the signs of Coronavirus during staff training</p> <p>The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees) or a loss of smell or taste.</p>	Have a weekly check to ensure staff recognise symptoms	Elodie Rummage
Monitor staff wellness	<p>A daily record of the kindergarten staff temperature to ensure that it is below 37.8 degrees centigrade.</p> <p>This will be recorded on the daily register.</p>		Elodie Rummage

<p>If families are off due to unwellness they will report what symptoms they have to the teacher</p>	<p>Symptoms will be logged on the attendance register.</p> <p>If a family have coronavirus symptoms they will be asked to get tested.</p>		<p>Elodie Rummage</p>
<p>An adult develops symptoms of coronavirus whilst on the premises</p>	<p>If an adult becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the staying at home guidance.</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and arrange for a Covid test. If the test is negative they can return to work after their symptoms have gone. If they were to test positive everyone who attends kindergarten will self isolate for 14 days. <p>The class will be clean thoroughly disinfectant after someone with symptoms has left while children are kept outside.</p> <p>Full guidance on what to do if someone develops symptoms of Covid-19 can be found here: https://www.gov.uk/coronavirus/education-and-childcare</p>		<p>Elodie Rummage</p>

<p>If a child develops symptoms of coronavirus whilst on the premises</p>	<p>If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as staying at home guidance informs us.</p> <p>If a child is awaiting collection, they will be moved inside and made comfy near the door with the windows opened for ventilation. They will be supervised by 1 member of staff who will remain distant from them and wear PPE if they need to offer help or come closer than 2 metres.</p> <p>The member of staff who supervised the child will wash their hands for 20 seconds after they are collected and will not be required to isolate unless the child receives a positive test result.</p> <p>If they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a child has been sent home they will be tested for coronavirus, if the results come back negative they can return to kindergarten. If the results come back positive the setting will need to close for 2 weeks and report to the local health authority for guidance.</p>		<p>Elodie Rummage</p>
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	<p>Cleaning with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</p>		
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What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes

What is the risk rating: High

Risk assessment method of circulation		
Staff: by email and during meetings	Parents and carers: by email	LA/Ofsted: on website
Risk assessment completed by		
Name:	Role:	Signature:
Risk assessment authorised by		
Name:	Role:	Signature: