** SPECIFIC PLANNING / RISK ASSESSMENT / POLICY** - **COVID-19**

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| **Setting: Fernhurst Pre-school Lead Responsibility: Elizabeth Vigar Date: Updated 1.9.2020** | |
| **Rationale:** During these unprecedented times it is important to follow Government Guidelines and hygiene routines. The measures set out in this document are mostly common sense & part of normal everyday practice at Fernhurst Pre-school. This document will be updated as and when there are changes to Government guidance.  How we respond to this pandemic as adults and role models will determine the crisis response mechanisms of an entire generation. Model positivity, resilience and calmness at all times. | **Ages of children: 2 - 4** |
| **This Risk Assessment / Policy is setting specific and covers in detail measures that work for us, our children and our parents. We are also keeping up to date and following / adapting Government Guidance:** [**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-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures) | |
| **Specific child issues to be considered** (eg physical disabilities/ behaviour issues)**: Many new children starting and therefore unfamiliar with the setting and the routines and many 2 year olds starting with us.** | |

**PLANNING & SPECIFIC SIGNIFICANT HAZARDS:**

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| **Room / Location** | **Outline / specifics** | **Hazards** | **Risk**  **(HML)** | **Control Measures** | **Residual Risk (HML)** | **Additional commentary** |
| **Setting Cleanliness** | | | | | | |
| Pre-school room  Pre-school room  Outdoor  Toileting | Floors  Surfaces, including door handles and door edges  Sand / water / mud kitchen / aeroplane, bikes, slide, tree house, pirate ship, play house  Children will be using the communal toilets and we will have children in nappies | Children using floors to walk to toilets  Children touching on the way to the toilet  Children sharing toys, touching,  Germs settled and transferred  Transfer of germs  Food  Spread of bodily fluids from child-child or child- adult | L  M  H  H  H  L  H | At the end of each session, all indoor walkways will be cleaned  At the end of each day, all surfaces will be cleaned with anti-bacterial wipes/spray. Before the children arrive in the morning, all surfaces will be cleaned with anti-bacterial wipes. Children will be encouraged not to touch anything on the way to the toilet.  At the end of each day, toys will be sprayed lightly with a Milton mix spray. All staff to be alert during every session and use professional judgement if a specific toy needs additional cleaning. This should be done in as subtle way as possible.  If a child is staying for lunch, we will wipe clean the table with anti-bacterial wipes before and after each meal-time. At the end of the day, clean with anti-bacterial spray.  All toys will be soaked in a mix of water and Milton at the end of every week.  Deep clean once a week in addition to all above measures  Anti-bac spray the accessories in the same way as toys.  Children who are fully toilet trained will be expected to use the toilets independently whilst a member of staff will stand at the entrance to the toilets, they will be reminded to flush and wash hands thoroughly. Staff will then clean the toilet and sink after use  Children who are potty training will be expected to use the smaller toilets and seat inserts in pre-school and will not be able to bring their own potty from home. A staff member will assist if necessary but will need to wear PPE, gloves, apron and face shield. Hand washing and cleaning as above. PPE will be binned/cleaned after every single use.  Nappy changing – members of staff will wear PPE, gloves, aprons, and face shields to change nappies and will clean all areas on completion. | L  M  M  L  L  L  L  M | All surfaces in this section will be cleaned at least twice per day.  It is also important to remember that whilst we can remain alert, we do not want to scare children by being over zealous. We do not want to damage their creativity, curiosity or imaginations by constantly taking things away to clean.  Children will be at various development stages with toileting, if children are toilet training we will be taking them to the toilet often throughout their session. |
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| **Personal Hygiene** | | | | | | |
| Adults  Children  Adults  Children  Children  Adults  Adults  Family  Children | Hand washing  Hand washing  Nails  Drinks  Spare clothes / coats / belongings from home  Clothing  Sun cream application  During personal time  Nose wiping | Germs carried on hands  Germs carried on hands  Germs under nails – especially if nails are long  Spreading germs  Cross contamination of households  Germs on clothing  Skin contact  Spread from wider community  Body fluid spreading germs | M  M  M  M  M  M  H  M  H | Wash hands as often as possible – specific examples of when absolute requirements are further listed within this document  Hand washing / sanitizing on arrival, before meals and snacks, as & when deemed necessary and before they go home.  Use a nail brush when cleaning hands before children arrive and after they leave.  All children will have their own water bottle from home that will be wiped down with anti-bacterial wipes before use, we will also provide drink cups which will be cleaned in the dishwasher at the end of each day.  All children have their own drawstring bag with 2 changes of clothes in – they remain at FP. When children arrive, their coat will be put into their bag/hung on a rack and kept on a rack outdoors, they will then wash their hands.  Clothing washed regularly, all staff will wear FP uniform and wear clean clothes each day. Do not wear work clothes / coat if going to a supermarket / enclosed space during personal time.  Parents will apply sun cream before the child enters pre-school – staff will not be applying sun cream during this time. Ensure all family members follow strict hygiene and social distancing measures according to current Government Guidelines  As part of independence children will be encouraged as standard to wipe their own noses and dispose of the tissue into the bin. Bins are emptied and cleaned at the end of each day. Children will be asked to wash hands after every nose wipe. | L  L  L  L  L  L  M  L  M | Be calm, sensible & subtle! As stated above, we do not want a generation of neurotic children.  PPE will not be worn at all times as scientific advice is that is ineffective unless changed after every single contact. It would also (in our opinion) be hugely detrimental to the mental health of the children. |
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| **Parents / Daily Routine** | | | | | | |
| Pavement and pathway into school grounds  Entering the pre-school garden via gate  New children settling in  Toys from home  Discussion | Drop off & collection  Children entering pre-school independently  Parents will want to be on site to help support their children in a new environment  Children will want to bring a comforter or toy from home  Conversation and discussion relating to child’s day / needs | Germs passed between adults, particularly at collection when parents have been at work  Germs passing from children to adults  Germs passing from adult-child-adult  Germs and cross contamination  Germs passed between adults, particularly at collection when parents have been at work | M  H  H  H  H | Staggered starts – each child will be given a drop-off and pick-up time. Parents must adhere to these times, if you miss your time slot then please phone the pre-school to arrange a different time slot. If another parent is at the gate, please wait on the dedicated spaces marked on the ground maintaining social distance between each other.  Entry to the school grounds will be via the bottom gate nearest the pre-school entry and exit will be via the gates at the steps.  Children must stay with their parent at all times, no running around or playing with other children in the queue.  Don’t touch the gate, it will be opened from the inside by pre-school staff. Please don’t step into the garden, children will be encouraged to enter independently. Place all belongings in the child’s dedicated drawer outside pre-school.  Staff will not be lifting or carrying children over the ‘threshold’, children must be prepared to enter the garden independently.  Parents of new starters have been invited in for their child’s first session. There is a dedicated marked out area for the parent to stand and they will be asked to stay within this area – if they have a pram then the sibling must stay in the pram/buggy at all times. All settling in sessions will be short. Where possible there will only be one parent on site at any time.  No toys from home will be accepted on the premises  Children will wash hands before entry.  Spare clothes to be kept at FP rather than bringing each day to avoid cross contamination.  Photos and updates are sent throughout the day via Tapestry. Communication for long conversations should be done on the telephone. Short conversations / updates still to be encouraged maintaining good relationships and modelling this for the children. This will all be done at a social distance. | L  L  M  L  L | The staggered starts will coincide with the Primary School staggered starts and therefore there will be a lot of parents and children queueing to get onto the school grounds, you are asked to join the main queue as there will not be a separate one for pre-school.  After such a long time away from the setting some children will be reluctant to return therefore parents need to take this into consideration.  Parents are asked not to linger at pick-up |
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| **Meal Preparation** | | | | | | |
| Kitchen | Surfaces and cups | Germs from saliva / hands | H | Surfaces and appliances cleaned with anti-bacterial spray before and after every drinks prep. Dishwasher on every day even if not full. Floors cleaned inline with previous point. Deep clean once per week in line with setting cleanliness. Food & Hygiene policy and procedures followed. | L | Fernhurst Pre-school will provide cups and drinks for the children |
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| **Symptoms / First Aid** | | | | | | |
| Adults &  Children  Adults and Children  Children    Adults and children | Temperature checks  Coughs and colds  First Aid  Child displaying COVID symptoms  Child displaying symptoms and testing | A high temperature (37.6+) is a symptom of Coronavirus  Bodily fluids spreading germs  Blood spreading germs  Passing the virus to others  Passing virus on to others | M  H  L  H  H | We will be taking children’s temperatures at random during the day. This is done using a forehead/ear scanner and is part of the daily routine and done in a cheerful manner. If a child’s temperature rises significantly between checks, additional checks are made. Over 37.4 parents are informed & half hourly checks made. Adult working with children checks own temperature at same time as children.  If a child has a cough or a cold (runny nose) we expect them to be kept at home until all symptoms have gone  First Aid policy & procedures to be followed    If a child develops symptoms – we will isolate that child from other children, always in a calm manner without panicking any of the children. Staff will use PPE and a face mask to cover adult’s mouth & nose if possible – DO NOT COVER A CHILD’s mouth/nose. Limit contact to only that child if possible. Contact parents immediately. When symptomatic child has been collected, wash hands & face thoroughly. Contact parents of remaining children and advise them of this. Clean where possible & reduce access to toys/areas. Once the child has been collected, deep clean & recommend that the family book a Covid-19 test for that child. The child must self-isolate until either a negative test result is returned or for 10 days from first symptoms. If the test is positive, the parent must inform the pre-school and self-isolate the whole family for 14 days. If a staff member’s result is positive, we will close the pre-school for 14 days and review.  If a child is displaying any of the 3 main symptoms then they must follow the government guidelines and either request a test and self-isolate for 10 days, with the rest of the family isolating for 14 days. | L  L  M  H  H | If a child has a temperature when checked we will send them home and ask to have a COVID19 test, we ask the child to stay at home until the test results return.  We will send a child home if they are coughing/sneezing or have a runny nose.  Professional judgement in the moment will need to be made here. This is guidance only. Safeguarding and Health and Safety come first.  If 2 or more children test positive for COVID19 the pre-school will inform PHE and West Sussex Health Board and we will close for 14 days  Request a test for the child or self-isolate for 10 days and the rest of the household for 14 days |
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| **Mental health & well-being** | | | | | | |
| Parents  Children  Adults | Concern about their children  Sensing change and differences  Concern for self and family | Anxiety  Anxiety, fear, lack of understanding  Contracting the virus | M  M  L | This risk assessment, policy and agreement. Reassurance that Fernhurst Pre-school is doing everything possible to minimise risk whilst still providing care and education. Good relationships maintained so that concerns, feelings can be discussed.  At Fernhurst Pre-school through these unprecedented times, one of our main aims is to make each day as normal as possible. Although children don’t understand, they can sense that the World has changed. It is our job to model resilience, calm, cheerful fun approaches to managing change and difficulty. All of our additional measures are done with a smile and made fun.  All government guidelines are followed in personal and professional time. We are getting on with our job, loving and caring for children. | L  L  L | If staff wish to wear PPE for their own safety or piece of mind then they are welcome to do so. |
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| **Knowledge and Guidance** | | | | | | |
| Adults & Parents  Adults and parents | Up to date, ever changing guidance  Track and trace | Missing vital information  Not passing information on | L  M | Public Health England / NHS advice on symptoms  PACEY Facebook updates followed  West Sussex County Council updates received & read regularly  WS Early Years Team in contact  DFE updates read  Parents kept informed via email, Tapestry, Facebook, telephone and face to face conversations (at a social distance)  If a parent or another adult is contacted by the ‘track and trace’ callers, then they must self-isolate for 14 days and let the pre-school know. | L  L | Parents must let us know if they have been contacted and asked to self-isolate for 14 days |

**ASSESSMENT CARRIED OUT BY: Elizabeth Vigar – Lead Practitioner SIGNED: A picture containing drawing

Description automatically generated DATE: 1.9.2020**

**APPROVED BY PARENTS:**