

Health and Safety Risk Assessment

Risk area: Covid-19

Carried out by: Sarah Thomas May 2020
 Reviewed June 2020, July 2020,
 August with staff 2020, September 2020,
 December 2020, January 2021

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Risk identified:	Level of risk before controlled measures:	Control measure and person(s) responsible:	Level of risk after controlled measures:	Review:
	<i>Of hazard occurring and risk to people.</i>	<i>Remove and reduce hazards. Remove and reduce risk to people.</i>	<i>Of hazard occurring and risk to people.</i>	<i>Record, plan, inform, instruct, train and review.</i>

Covid-19 Spread of virus	Children Staff Parents/Carers	High	Corona Virus has spread throughout the world. Here are the measures we put in place to prevent the spread:		Daily until eradicated.
Controlling the virus	Students/Volunteers Cornwall Cleaner		<p>‘System of controls’</p> <p>This is the set of actions early years settings must take. They are grouped into ‘prevention’ and ‘response to any infection’.</p> <p>Prevention</p>	Medium	

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms or who have someone in their household who does, or have been advised by NHS test and trace to self-isolate, do not attend settings
- 2) Where recommended, the use of face coverings
- 3) Clean hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents
- 6) Minimise contact between groups of children where possible
- 7) Where necessary, wear appropriate personal protective equipment (PPE)
- 8) Keep occupied spaces well ventilated

Numbers 1, 3, 4, 5 and 8 must be in place in all settings all the time.

Numbers 2 and 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 7 applies in all specific circumstances.

	<h3>Response to any infection</h3> <ul style="list-style-type: none">9) <u>Engage with the NHS Test and Trace process</u>10) <u>Manage and report to Ofsted and the PHE advice line confirmed cases, of coronavirus (COVID-19) amongst the setting community</u>11) <u>Contain any outbreak by following local health protection team advice</u> <p>Numbers 8 to 11 must be followed in every case where they are relevant.</p>	
Drop off and pick ups	<p>No parent can enter the building. The children will be allocated a drop off and pick up time to help ease congestion. There will a one-way system and a clearly labelled 2 meter distance waiting area. Parents need to follow the 2 meter rule whilst waiting and staff will unclip the chain to allow the next child to be dropped off once the first parent has left down the stairs to help avoid passing in a small area.</p> <p>Update 24/09/2020</p> <p>Due to new Government guidance we have sent out letters and emails asking all persons waiting to collect of drop off to now wear a face mask.</p>	Medium

	<p>Our staff will also wear a visor and facemask.</p>		
<p>Washing hands</p>	<p>Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels for drying of hands See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Gel sanitisers in any area where washing facilities not readily available staff should pay particular attention to handwashing before and after supporting children who need help with nappy changing, toileting or eating, as well as avoiding touching their own face whilst at work.</p> <p>Staff may want to use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories.</p> <p>Parents/carers to reinforce these messages at home, by reminding their children.</p> <p>Staff and children to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/covid-19-</p>	<p>High</p>	

	<p>coronavirus#preventing-the-spread-of-infection</p> <p>https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus advice for educational settings poster.pdf</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Hand sanitizer is provided across the setting.</p> <p>Children will wash their hands, on arrival, before and after snack and lunch, after toileting, before and after messy play and when they play outdoors and before they go home.</p> <p>Employees wash hands on arrival, before and after handling food, before and after lunch, after going to the toilet, after nappy changing or helping with toileting, before and after they go outdoors and before they go home.</p>	
<p>Uniform and clothing</p>	<p>Staff will wear appropriate trousers and uniform top. When staff get home, they are to remove their uniform, place in a laundry bag and wash on the highest temperature permitted for that type of fabric. Staff are also to shower as soon as they get home. These steps are to be taken daily to minimise the chance of cross infection.</p> <p>Children can wear what they like but the procedures when they get home must be the same as above.</p> <p>Due to new guidance in July 2020 this no longer applies, but for good</p>	<p>Low</p>

	<p>measure staff still want to wash their uniform daily.</p> <p>Jan 2021</p> <p>Staff are to wash their uniform daily to help stop the spread. They can also wear a facemask and visor to help protect themselves and others further.</p>	<p>Medium</p>	
<p>Shared building</p>	<p>We share our building, so it is important to keep all staff, children and Family help hub staff safe.</p> <p>We will be entering the building through the same door in the morning to open Pre-School, after we will use our Forest School gate to allow the children access. This will reduce the risk of bumping into staff from the shared building. We will also gate off our area to prevent anyone entering our Pre-School toilets. See also about shared toilets. Staff to wear facemasks when using that area of the building.</p>	<p>Medium</p>	
<p>Access to the Pre-School</p>	<p>Pre-School open to children of critical workers from the 23.03.20 the Pre-School will provide essential care for the children of Critical Workers only. Handover will be kept to a minimum.</p> <p>No parent can enter the building, they must drop at the door and a member of staff will escort the child in and out.</p> <p>Staggered drop off and pick up times are established to ensure no gathering of people whilst waiting to collect. Zones are marked and 2meter rule applied.</p> <p>No one wants to use this service so the Pre-School shall remain closed until further guidance form the Government is given.</p> <p>The majority of the staff team will remain furloughed to a later date and</p>		

this will be reviewed weekly as per Government guidance.

Non-essential visitors will not be permitted access to the Pre-School during the pandemic. Any visits will be re-scheduled until a later date.

Virtual show around option offered.

This procedure will be implemented if a second spike occurs.

01.06.2020 If the Pre-School should-open (conditional on the current status of the pandemic).

All staff will attend a consultation day prior to possibly commencing on 01.06.2020. This day will cover back to work interviews, management of the new procedures, consultation of new COVID-19 risk assessment and operational guidance, well-being review, preparation for return etc.

No parent can enter the building, they must drop at the door and a member of staff will escort the child in and out.

Staggered drop off and pick up times are established to ensure no gathering of people whilst waiting to collect. Zones are marked and 2meter rule applied.

Due to the size and layout of our Pre-School we will have a maximum of 10 children per session, as advised by the new Government guidelines. We cannot open our doors to less than 8 children per session due to finances. This will be an ongoing review.

Priorities are Key workers children and the 3-4 year olds as stated in the new guidance.

The majority of the staff team will remain furloughed to a later date and this will be reviewed weekly as per Government guidance.

Non-essential visitors will not be permitted access to the Pre-School during the pandemic. Any visits will be re-scheduled until a later date.

Virtual show around option offered.

Parents have been regularly communicated to throughout. Individual's will be supported on a case by case basis where required. This includes SEND children.

Direction to latest government guidance will be provided.

01.09.2020 If the Pre-School should-open (conditional on the current status of the pandemic).

All staff will attend a consultation day prior to the reopening on 01.09.2020. This day will cover back to work interviews, management of the new procedures, consultation of new COVID-19 risk assessment and operational guidance, well-being review, preparation for return etc.

No parent can enter the building, they must drop at the door and a member of staff will escort the child in and out.

Staggered drop off and pick up times are established to ensure no gathering of people whilst waiting to collect. Zones are marked and 2meter rule applied.

Due to the size and layout of our Pre-School we will be one bubble together, as advised by the new Government guidelines. If a confirmed case happens at the setting the whole setting will close for two weeks

so staff and children can self-isolate. This will be an ongoing review. .

Non-essential visitors will not be permitted access to the Pre-School during the pandemic. Any visits will be re-scheduled until a later date. Scheduled visits for returning and new children are to be held outside the Pre-School, in no more than three families, with only one parent and the child attending Pre-School being present. We will follow the Government Guidance and no more than 6 people from a different house hold shall meet on this visit.

Virtual show around option offered. Scheduled outside visits in small groups to re-introduce children. See separate risk assessment for this.

Parents have been regularly communicated to throughout. Individual's will be supported on a case by case basis where required. This includes SEND children.

Direction to latest government guidance will be provided.

Update 24/09/2020

Still not allowing parents in the setting, we cannot keep all staff and children at a safe distance due to the layout of the room. Also do not believe it would be good for the child to see others not allowed to go near.

Jan 2021

Still not allowing parents or visitors in the setting, unless absolutely necessary, we cannot keep all staff and children at a safe distance due to the layout of the room.

Medium

<p>Music Sessions</p>	<p>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. We have considered how to reduce the risk, particularly when children are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning children back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place.</p> <p>Our music man will do a zoom interactive session for our children.</p> <p>Updated 24/09/2020</p> <p>Now allowed to sing again and encourage singing. Instruments can be introduced again being mindful on sharing. No instrument that requires to be blown or your mouth used to play it will be given to children.</p> <p>Our music man will do a zoom interactive session for our children. The camera and sound will be turned off in the setting for safeguarding reasons, parents emailed the link to join in if they wish, also informed they will be muted so we only hear our music man and they may wish to turn their videos off as others can see them. Only our families are invited to join.</p>	<p>Low</p> <p>Low</p>	
<p>Water bottles</p>	<p>Water bottles are for lunch times only, staff to monitor very closely no sharing. Staff to hand out drinks to children during the day to ensure no cup sharing. Water table suspended at this time to ensure no sharing.</p>		

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Dummies/ toys from home	No dummies are permitted on site at all. Nor toys from home.		
Water, sand and messy play	Water play will take place, but monitored by staff, if a child is seen drinking or spitting in the water, we will remove the water and clean thoroughly. Sand play can also take place but the sand will be put in quarantine after use for 72 hours as per HSE guidelines, it will be stored in a bag in the shed and labelled with the date of use. If contaminated, we will dispose of the sand. The same consistent group will play with the messy play. Once finished it is cleaned or disposed of following PHE guidance.	Medium	
Coughing and sneezing	<p>Children are taught to cough and sneeze into their elbow, they must wash hands following the guidance provided if sneezing or coughing into them. The catch it, bin it, kill it good respiratory hygiene is promoted.</p> <p>When using tissues children are taught to throw them in the bin and wash their hands. Tissues will be kept out of reach and adult led, to prevent children using a tissue then returning it to the tissue box and contaminating the rest of the tissues. Staff to wear gloves if helping blow noses. Then wash their hands and the child after.</p>	High	
Vulnerable staff and children to the virus	If a staff member or child has been classed as clinically extremely vulnerable, they must stay home for the time period the government sets. The child's place will be saved, the staff will be paid. Refer to latest Guidance for advice.	Low	

Staff who are pregnant:

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for [clinically-vulnerable people](#).

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

updated December 2020

Settings have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in this guidance will help towards mitigating the risks of coronavirus (COVID-19) to children and staff and help settings to meet their legal duties to protect employees and others from harm.

All staff should follow the measures set out in the '[system of controls](#)' section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene, and minimising contact where possible, including maintaining social distance between staff within settings.

Setting leaders should explain to staff the measures the setting has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to attend early years settings.

If staff are concerned, including those who may be [clinically vulnerable](#), [clinically extremely vulnerable](#) or who believe they may be at possible increased risk from coronavirus, we recommend setting leaders discuss

Symptoms of Covid 19

any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

Staff who are pregnant must follow the same advice. We have one staff member who is clinically vulnerable but are happy to continue to work for now.

Jan 2021

Staff are now bubbled. So managers can work separate shift patterns so there is always a manger to hand to open and to the run setting should one need to isolate. Due to a lower number of children attending during the national lockdown we are able to now do this. Our supervisor is isolating due to being clinically vulnerable, as whilst we have put more measures in place, such as wearing face masks and visors, and only having small groups of children, they cannot social distance from the children. But we will bring them back should both managers need to isolate at the same time and the only other option is shutting. They can be on sight so there is a manager but they can be distanced in the office doing office duties.

If anyone in the Pre-School becomes unwell with a new, continuous cough or a high temperature of more than 38 degrees, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>, which sets out that they

Medium

must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. You can now get tested if your a suspected case, if results come back clear you may return to the setting when feeling better.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. The supervising adult shall put on full PPE whilst with the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

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.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people

Line managers will maintain regular contact with staff members/parent

of child during this time.

Access to testing will be available to members of staff and children and their families who are symptomatic

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If the Pre-School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

Admitting children back to the setting

Settings should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In the vast majority of cases, settings and parents and carers will be in agreement that a child with symptoms should not attend the setting, given the potential risk to others. In the event that a parent or carer insists on a child attending the setting, the setting can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect their children and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in the light of all the circumstances and current public health advice.

When someone self-isolating develops symptoms

If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-

	<p>19):</p> <ul style="list-style-type: none"> • starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days • if the test result is positive, they should inform their setting immediately, and isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection - GOV.UK (www.gov.uk) <p>Vaccines and teething may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected.</p>		
<p>Social Distancing</p>	<p>We acknowledge that social distancing with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency where possible.</p> <p>https://www.publichealth.hscni.net/covid-19-coronavirus</p>	<p>High</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace</p>

	<p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <p>We shall only have the required amount of staff to keep with ratios per session. This will help control social distancing more and will still be complying with children/staff ratios, as well as safeguarding.</p> <p>We are also taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place. Ensuring sufficient rest breaks for staff.</p>		<p>and outside of it.</p> <p>Management checks to ensure this is adhered to wherever possible.</p>
<p>Sharing food/lunch and snack times</p>	<p>No sharing policy. Children cannot sit next to each other during mealtimes there will be a space in between each child.</p> <p>As much as possible, staff will seek to prevent the sharing of food, drink, and utensils. Surfaces will be cleaned and disinfected more frequently.</p> <p>Where possible, staff to take breaks separately or in different areas to each other. Hand washing guidance followed.</p>	<p>Medium</p>	
<p>Toys and equipment</p>	<p>As much as possible, staff will seek to prevent the sharing of equipment and toys. Toys shall be kept to a minimum and for the time being free flow and choice of toys and equipment will be limited. Equipment, toys, and surfaces will be cleaned and disinfected more frequently. As a control measure, we shall remove all soft toys, cushions, and soft furnishing; we will wash or quarantine daily any soft furnishing used. we</p>	<p>High</p>	

	<p>shall remove any unnecessary unit or tables and chairs. All equipment is deep cleaned before returning to the cupboard. Or labelled with the date used and then not used again for 72hours. A minimal number of books will be out on the floor, at the end of every day they will be placed in a box and labelled with the date used and not used again for 72hours. Children can borrow books the same procedure applies for any books returned. Where possible books will be wiped clean.</p>		
<p>Cleaning guide</p>	<p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toys, and resources using appropriate cleaning products and methods.</p> <p>Cleaning an area with normal household disinfectant after someone has left will reduce the risk of passing the infection on to other people</p> <p>Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. If a risk assessment of the setting indicates that a higher level of virus may be present or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.</p>	<p>Medium</p>	

First Aid

Giving first aid you should always wear PPE provided, and dispose of in a controlled manner.

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a “dynamic risk assessment”) and adopt appropriate precautions for infection control.

In adults, it is recommended that you **do not** perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the [NHS website](#).

If you need to provide assistance to an individual who is symptomatic and may have COVID-19 (that is any individual with a new, continuous cough and/or high temperature), wherever possible, place the person in

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	<p>a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.</p> <p>Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.</p>		
Following EYFS guidelines	We would be able to abide by the EYFS expectations regarding staffing qualifications. Also, we can ensure a first aider is always on site.	Low	
Sleeping	Children's beds will be 2 metres apart from each other. Children will be checked every 10 minutes.	Low	
Mental Health	<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</p> <p>https://www.hseni.gov.uk/topic/mental-well-being-work</p> <p>Management in regular communication with staff through Zoom.</p> <p>Consultation day prior to return.</p>	High	

Back to work interviews.

Supervisions.

Regular communication of mental health information and open-door policy for those who need additional support.

Mental health first aiders on hand to assist.

Mental health for children

Staying at home for a prolonged period and the change of routine may have caused difficulties for some children, such as changes in behaviour or mood.

As more children return to settings, we:

- consider the mental health, pastoral or wider wellbeing support children may need, including with bereavement
- how to support them to transition into the setting after a long period of absence

We refer to [Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus \(COVID-19\) pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-parents-and-carers-on-supporting-children-and-young-people-s-mental-health-and-wellbeing-during-the-coronavirus-covid-19-pandemic) as a starting point.

Staff may require appropriate instruction and training on identifying and supporting vulnerable children and parents and carers that return to the setting. For example, by signposting them to appropriate local services such as mental health, domestic abuse or substance abuse services. Providers should contact their local authority to understand what support is available and agencies and providers should work together to

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	<p>actively look for signs of harms as appropriate.</p> <p>It will be necessary to consider how vulnerable children, who are currently attending the setting, continue to have their needs met and to be supported as the setting takes on more children.</p>		
Staff Toilet	<p>We share our building with the Family Help hub. We will only use the toilet closest to Pre-School for the staff and they will use the other. All staff reminded of good hygiene routine.</p>	Low	
Staff Cameras	<p>Sharing of the Camera without it being cleaned could cause the spread of infection. There will be tow tray for the Camera to live in, one when it is dirty, and one when it is clean. Staff are to wipe the Camera after use with a disinfectant cloth, once clean they put it in the correct tray. Staff must wash their hands before and after use.</p>	Medium	
External professional s visiting	<p>External professionals</p> <p>In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child’s EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site.</p> <p>If they need to attend in person, they should:</p>	Low	

	<ul style="list-style-type: none"> • follow guidance relevant to the setting • keep the number of attendances to a minimum • wash hands frequently • where possible to do so, maintain social distancing • be informed about the 'system of controls' in settings 		
<p>Recruitment</p>	<p>Recruitment should continue as usual. As this guidance advises limiting the number of visitors wherever possible, it may be appropriate for settings to consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing.</p> <p>Where face-to-face meetings are arranged, settings should make clear to candidates that they must adhere to the 'system of controls' that is in place. Settings also have the discretion to require face coverings for candidates where social distancing cannot be safely managed.</p> <p>When recruiting, settings must continue to adhere to the legal requirements regarding pre-appointment checks.</p>	<p>Low</p>	
<p>Supply staff and students</p>	<p>We can continue to engage agency staff and students. Supply staff and other temporary workers can move between settings but setting leaders will want to consider how to minimise the number of visitors to the setting where possible.</p> <p>Where it is necessary to use supply staff, and to welcome visitors to the setting, such as students, those individuals will be expected to comply with settings' arrangements for managing and minimising risk, including</p>	<p>Low</p>	

	<p>taking particular care to maintain distance from other staff.</p> <p>To minimise the numbers of temporary staff entering the setting and secure best value, settings may wish to use longer assignments with supply staff and agree a minimum number of hours across the year.</p> <p>The presence of any additional members of staff should be agreed on a weekly rather than a daily basis, where possible, in order to limit contacts.</p>		
<p>Visitors</p>	<p>We have considered how to manage other visitors to the site, such as contractors, and ensure site guidance on social distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of setting hours they do, a record should be kept of all visitors - where this is practical - which follows the guidance on maintaining records of staff, customers and visitors to support NHS Test and Trace.</p>	<p>Low</p>	
<p>Staff shortages</p>	<p>Childcare settings that are experiencing staff shortages should:</p> <ul style="list-style-type: none"> • work with their local authority to identify how appropriate provision can be put in place while keeping staffing arrangements as consistent as possible • where necessary, pool staff with another setting, or take on qualified and Disclosure and Barring Service (DBS) checked staff from other educational settings (including local registered childminders) which have been closed, or invite local registered childminders to work with them at the setting. Registered childminders can already do this under the 50 / 50 	<p>Medium</p>	

	<p>registration flexibility they have</p> <ul style="list-style-type: none"> • wherever possible, ensure staffing arrangements are consistent on a weekly basis, rather than a daily basis, in order to limit contacts <p>Staff holidays:</p> <p>The government has set a requirement for people returning from some countries to self-isolate for 14 days on their return. Guidance is available on how to self-isolate when you travel to the UK and Self-isolating after returning to the UK: your employment rights - GOV.UK (www.gov.uk).</p> <p>It is recommended that setting leaders discuss leave arrangements with staff to inform workforce planning.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for restrictions on travel in the place they are visiting.</p> <p>Where it is not possible to avoid a member of staff having to self-isolate when they are due to return from leave, settings should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p>	
<p>Outdoor places</p>	<p>Settings should maximise use of private outdoor space.</p> <p>We can take groups of children on trips to outdoor public places and do not need to be limited to 6 people, provided:</p> <ul style="list-style-type: none"> • it is for the purpose of education or childcare 	<p>Medium</p>

	<ul style="list-style-type: none"> • they remain within the EYFS staff child ratios • they conduct a risk assessment in advance • the risk assessment demonstrates that they can remain socially distant (2 metres) from other people and groups, wherever possible • good hygiene is maintained throughout • thorough handwashing happens before and after the trip • the trip is carried out in line with relevant local restriction tier guidance and coronavirus (COVID-19) secure measures on transport and at the destination • appropriate insurance arrangements are in place <p>The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak. If settings have any questions about their cover, or would like further reassurance, they should contact their insurance provider.</p>		
<p>Staying in touch with parents and children who are isolating.</p>	<p>Since 20 July, normal group sizes have resumed so all children should be able to attend as normal, with the exception of those children who may still have to shield.</p> <p>We have considered how:</p> <ul style="list-style-type: none"> • to continue to support the learning of children who do not attend settings including how these children can maintain contact with their key person and peers through the early years setting • parents and carers can be supported to provide a positive learning environment at home. Emails, phone calls and through dojo. 	<p>Low</p>	

Supporting children with SEND

We can also direct parents to:

- the [Hungry Little Minds](#) campaign. It features tips and practical activities that parents can do at home with children to support their early learning. There are many simple ways to help children learn and it does not have to be formal. Having everyday conversations, make-believe play and reading together all make a big difference to children’s development
- settings can also direct parents to the BBC’s [Tiny Happy People](#) and the [National Literacy Trust’s Family Zone](#) for more ideas and content
- [help children aged 2 to 4 to learn at home during coronavirus \(COVID-19\)](#)

Settings should work with local authorities to monitor the welfare of:

- vulnerable children who are not attending provision
- other children they might wish to keep in touch with, for safeguarding purposes

Particular care will be needed in supporting children with SEND to return to the setting. Re-adjustment to the routines may prove more challenging for some children with SEND than others, and consideration and planning will need to be given as to how to support children to settle back into their setting.

We are alert to the fact that there may be children:

- with additional or worsened social, emotional and mental health needs as a result of coronavirus (COVID-19)

Low

- who have fallen further behind their peers as a result of time out of childcare settings, or missed diagnosis as a result of a period of absence

We will need to ensure we have the staffing needed to support children with SEND at safe ratios and that they have a member of staff designated as a SENCO, interim SENCO or a named individual with oversight of special educational needs provision for children with SEND.

From 1 May to 31 July 2020, Section 42 of the Children and Families Act 2014 was modified by a notice issued under the Coronavirus Act 2020. Local authorities and health commissioners were required to use their 'reasonable endeavours' to secure or arrange the specified special educational and health care provision in education, health and care (EHC) plans.

Following the expiry of the modification notice on 31 July 2020, we do not intend to issue further notices to modify this duty, unless the evidence changes. The focus is now on supporting local authorities, health commissioning bodies and education settings to ensure that children with EHC plans receive the support they need now that they are back in their settings.

Additional reference points:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Health and Safety Risk Assessment

Risk area: Covid-19

**Carried out by: Sarah Thomas May 2020
Reviewed June 2020, July 2020,
August with staff 2020, September 2020,
December 2020, January 2021**

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<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>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>