

**COVID-19 SETTING RISK ASSESSMENT**

**Name of setting: LITTLE ACORNS - WINKFIELD**

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| Assessment conducted by:  | Job Title: V DUFFY/M TUDDENHAM | Signature: | Date: 28/9/20 |
| Signed off by: V DUFFY | Job Title: DIRECTOR | Signature: | Date:28/9/20 |



The Risk Assessment Matrix is used to assess risks before and after control measures are applied. The objective is to remove all HIGH risks and to reduce all other risks to an acceptable level.

| Area for concern | Risk rating prior to controlH/M/L | Risk Control Measures |  | In place?Yes/No | By whom? | By when? | Risk rating following actionH/M/L |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Situational Awareness |  | Daily monitoring of advice and guidance on Covid <https://www.gov.uk/coronavirus><https://www.gov.uk/coronavirus/education-and-childcare> Daily review of general Covid situation in setting |  | **YES** | **M TUDDENHAM** | **BEOFRE 9AM DAILY** | **M** |
| Premises |  | [https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fpreparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june%2Fplanning-guide-for-early-years-and-childcare-settings&data=02%7C01%7CCherry.Hall%40bracknell-forest.gov.uk%7C46b3acc314fd4a83d6bd08d7ffe2c5de%7Cf54c93b70883478fbf3d56e09b7ca0b7%7C1%7C0%7C637259221752637893&sdata=HSLd8LOOX3NQwCIRLYBeY1fl0nZYLl2%2Bi%2FcZGFOkvQg%3D&reserved=0)<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak><https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm>* Health & safety check undertaken before buildings open
* Installed plant & equipment is tested before buildings re-open
* Water systems are flushed through for prevention of legionella
* Statutory compliance checks on plant & equipment are done
* Fire risk assessment & fire drill procedure updated for Covid
* Risk assessments for planned activities are in place
 |  | **YES** | **V DUFFY** | **29/5/20** | **L** |
| Cleaning  |  |  (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>* Covid –19 Guidance in relation to the cleaning of Education Setting is followed. This includes:
* Enhanced cleaning regime is in place
* Includes cleaning rota in place across the day
* Includes wiping down of surfaces and furniture
* Sufficient supplies of cleaning materials are available
* Contingency plan for deep cleaning in the event of an outbreak
* Cleanliness monitored daily to required standards
* Difficult to clean items are stored away e.g. cushions, rugs, blankets
* Procedures should be put in place for any children requiring sleep areas, any bedding must be washed following use and not shared between children
* Reduced resources in use to reduce cleaning between sessions
* Lidded bins located in classrooms and in other key locations
* Double bagging of contents of waste bins in line with guidance
 |  | **YES** | **V DUFFY** | **29/5/20** | **L** |
| Hygiene |  | <https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus><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://cdn-busybees.ams3.digitaloceanspaces.com/downloads/handWashingSongActivity.pdf> * Posters are displayed throughout the provision including classrooms, staff rooms, school gate, entrance and in all toilets
* Frequent hand washing by soap & water or alcohol-based hand sanitiser regime in place, including on arrival to setting, supervised by staff
* Adequate supplies of tissues are provided
* Bar soap replaced by liquid soap dispensers
* Lidded pedal operated bins are available in key locations
* Shared teaching & learning resources are limited
* All resources are thoroughly cleaned before and after use (including play and gym equipment)
* Resources that are not easy to wipe clean (soft toys etc) are removed from setting
* Encourage parents to wash clothes worn to the setting on a daily basis
 |  | **YES** | **V DUFFY** | **29/2/20** | **L** |
| Space management |  | <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> * Ensure you are meeting EYFS space requirements in relation to the age of children attending
* Consider the use of area dividers/floor markings to keep children in different areas
* Limit mixing between groups as much as possible
* Remove unnecessary item and store away
* Minimise the available resources- have fewer self-selection items
* Staff are involved in developing policies to ensure they are personalised where necessary, for example, for staff providing 1:1 support for children with additional needs
 |  | **YES** | **V DUFFY** | **29/5/20** | **L** |
| Communication |  | Ensure Staff and Parents are communicated with in preparation for a return to setting. See:<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings> * Parents are advised to keep children with any symptoms at home
* Staff who are symptomatic do not attend work
* Staff are kept informed and updated about measures in place by email and verbal instruction
* Feedback mechanisms in place for communication to and from staff
* Staff meeting before 1 June (or date of opening), to go through arrangements
* Staff have regular opportunities to feedback on new arrangements
* Guidance for staff on the new rules and routines that will be in place
* Parents and carers asked to confirm if child is attending from 1 June
* Parents clearly instructed on what you need them to do
* Parents are kept informed and updated about measures in place
* Parents and staff are clear on hygiene and cleaning expectations
* Parents requested to advise school if their child has symptoms, or is self-isolating- setting record confidentially
* Parents requested to advise if family members exhibit symptoms, self-isolating or shielding)
* Parents and carers to confirm that the child is NOT symptomatic on arrival
* Parents are informed if there is an outbreak in setting- following PHE guidance
* Children must tell a member of staff if they begin to feel unwell
* Parental emergency contact details are up to date
* Names of confirmed or suspected cases of Covid kept confidential
* Limit the number of external visitors during setting hours
* Visitors advised of Covid procedures on booking in
* Appropriate signage is in place including external
* Daily data returns to BFC on attendance
 |  | **YES** | **V DUFFY** | **29/5/20** | **L** |
| SettingOrganisationPractical measures to reduce risk |  | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings> * Setting organisation plan in place for child numbers in setting
* Sufficient staff in place to meet ratios and group sizes
* Appropriate signage in place at drop off and pick up points
* Plan in place to ensure there are no gatherings at the setting entrance
* Group sizes kept to a maximum of 8 no more than 16 children in a group in early years settings
* There is social distance between groups of children and staff
* Consider and communicate a policy on bringing items from home.
* Arrangements are in place to ensure training requirements are still in place including PPE, signs & symptoms, infection control & scenarios
 |  | **YES** | **V DUFFY** | **29/5/20** | **L** |
| Outbreak |  | <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control>* Contingency plan in place for someone falling ill in setting (include tracing back and cleansing areas person may have contaminated)
	+ Member of staff calls for emergency assistance immediately if the child’s symptoms worsen.
	+ The parents of an unwell child are informed as soon as possible and asked to collect as soon as possible.
	+ Where contact with a childs parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance
	+ Unwell children waiting to go home are kept in an area where they can be at least two metres away from others.
	+ Unwell children waiting to go home, should where possible use different toilets to the rest of the children to minimise the spread of infection.
	+ Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.
* Areas used by unwell persons thoroughly cleaned once vacated
* Contaminated waste double bagged and disposed of in line with guidance
* Staff track and trace system is understood, and local testing centres identified.
 |  | **YES** | **V DUFFY** | **29/5/20** | **M** |
| ChildWellbeing |  | <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers><https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people><https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/supporting-children-in-your-setting-coronavirus/> <https://www.twinkl.co.uk/resource/dr-dog-ebook-eyfs-t-p-843> * Parents encouraged to contact school on daily basis if child not attending
* Children are educated about how to protect themselves from Covid-19
* Children are encouraged and re-assured about their own safety
* Children required to respect and protect others by their behaviour
* Staff use due care and attention & observe safe working methods
 |  | **YES** | **V DUFFY** | **29/5/20** | **M** |
| Staff Wellbeing |  |  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control><https://www.nhs.uk/conditions/coronavirus-covid-19/><https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#managing-pupil-and-staff-wellbeing-and-mental-health>* Staff who are vulnerable in line with the DFE guidance have been identified, risk assessments undertaken and actioned
* Staff who have a member of their household who is vulnerable (in line with DFE guidance) have been identified, risk assessment undertaken and actioned
* Staff have been trained in the use of PPE should it be necessary to operate – including the disposal of PPE (training record kept)
* Ensure staff are aware and understand any social distancing plans (where practicable) which have been put in place
* Ensure PPE use is rationale and appropriate in accordance with national guidelines
* Staff are familiar of the arrangements for where PPE should be used and how this should be disposed of
* Co-ordinate and control PPE supply chain management
* Staff are informed of the symptoms of possible coronavirus infection
* Staff given training on safe working measures
* Staff use due care and attention & observe safe working methods
* Staff with symptoms stay at home and follow NHS 111 advice
* Staff supervision includes for open discussion and reassurance
 |  | **YES** | **V DUFFY** | **29/5/20** | **M** |
| Vulnerable Pupils |  |  <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people> <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance><https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications> * Vulnerable children are identified
* EHCPs reviewed and risk assessments & action plans in place
* Trained DSL available on site at all times
* Paediatric trained first aider available on site -see EYFS disapplication guidance for further details
* SENCO available to work- or be contacted
 |  | **YES** | **V DUFFY** | **29/5/20** | **M** |
| Vulnerable Staff  |  |  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> **Note:****Clinically extremely vulnerable individuals** are advised not to work outside the home.**Clinically vulnerable individuals** who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others (social distancing)](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) guidance) have been advised to take extra care in observing social distancing and should work from home where possible.If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possibleIf a **member of staff lives with someone who is clinically vulnerable** (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work.If a **staff member lives in a household with someone who is extremely clinically vulnerable**, as set out in the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19), it is advised they only attend work if stringent social distancing can be adhered to.* Staff to contact their doctors to seek advice on their condition and update owner/manager
* Agree appropriate measures e.g. working from home (refer to guidance in relation)
* Pregnant women to work from home
 |  | **YES** | **V DUFFY** | **29/5/20** | **M** |
| Children at Home |   | <https://hungrylittleminds.campaign.gov.uk/><https://www.bbc.co.uk/tiny-happy-people> <https://literacytrust.org.uk/family-zone/><https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19> * Regular contact is made with parents of children at home
* Information on how to support their children is shared
 |  | **YES** | **M TUDDENHAM** | **1/6/20** | **L** |
| Social Distancing  |  | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-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><https://cdn-busybees.ams3.digitaloceanspaces.com/downloads/twoMetreActivity.pdf> * Establish same staff for the same group and space
* Use activities to promote social distancing
* Each room assessed for maximum occupancy numbers
* Delayed start/finish and break times in place for shared areas
* Circulations routes in place and signed to minimise contact
* Site safe entry/exit routes in place and signed
* Building safe entry/exit routes in place and signed
* Safe parking rules in place for staff and visitors
* Arrangements are in place for drop off and pick up times
* Arrangements for staff rooms and staff areas are in place
* Staff remain at a safe distance at lunchtime or during breaks
* Meetings with parents to take place at a safe distance
 |  | **YES** | **V DUFFY** | **29/5/20** | **M** |