**Covid 19 risk assessment amended November 2020**

Hedge End Village Hall Preschool intends to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

Legislation and leading authorities which have guided and influenced this policy are:

Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

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**Aim of Policy**

This Policy defines and assists the operating arrangements in place within the preschool that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

**Focus/ Areas of Consideration / Recommendations Children**

Attendance

* Only children who are symptom free or have completed the required isolation period should attend the setting.
* Families who attend at least two settings (only childminder). A contract is drawn by the child minder and us to share any information in regard to Covid cases. Children who attend two settings can only continue our service if the contract is signed by the other party.

Social Distancing/grouping?

* Children will be as one bubble at preschool after the change on July 20th. Sessions will be free flow from inside and outside. Children will be encouraged to play outside but if choose inside the room will be ventilated with windows open at all times. Staff may exercise their own judgement during the day for the high standards of safety for all children.

Wellbeing and education

* Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
* Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.
* EYFS framework will continue to be delivered through play and adult led activities.
* Parents will be asked to provide a snack for snack time and named individual water bottles. We will provide additional water and milk throughout the session. ‍

**Workforce**

Attendance

* Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
* A risk assessment with a health questionnaire will be completed for staff returning from isolation.
* Staff hours, days they work and length of day may change in order to meet child care demands and considerations within this policy.

Social distancing/grouping/safety

* Staff will complete a risk assessment before opening to address any risks from the virus and ensure appropriate safe measures are in place to control risks.
* Staff to be informed of measures in place and sign a disclaimer to state they have read and understood the preschool policies and procedures.
* Staff have been advised by the government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care which includes wearing disposable gloves and an apron.
* Staff to ensure that they remain a social distance from other staff on the 1 metre + system.
* Staff to ensure that they wear a face shield at pick up and drop offs. In the event that a parent needs help.

**Track and trace**

Staff members understand that they will need to be ready and willing to:

* book a test if they are displaying symptoms. Staff must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet.

Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Staff need to inform us immediately of the results of the test:

• if someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result. If feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating

• if someone tests positive, they should follow guidance for households with possible coronavirus infection. They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days

**Prevention Of Covid and cases**

* **Staff/children who are unwell who have****coronavirus (COVID-19) symptoms****, or who have someone in their household who does, do not attend settings**
* Children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and anyone developing those symptoms during the day is sent home. All staff are aware of these measures.
* If anyone in the setting becomes unwell with a new, persistent cough or a high temperature, 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they must self-isolate for at least 10 days
	+ they 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 14 days from when the symptomatic person first had symptoms
	+ 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
	+ 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 be taken to a separate bathroom if possible - the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else

If a member of staff is caring for a child who has developed symptoms of covid 19 throughout the day they will be required to wear a face mask whilst they look after the child who is isolated from the group waiting to be collected. This is because a 2 metre distance is not able to be kept from a child displaying symptoms.

* The staff member who was caring for the unwell child should continue to wear PPE and clean the affected area with disinfectant.
* All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds. the area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people, see the guidance on cleaning of non-healthcare settings outside the home
* The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
* Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and staff taking a break in the pavilion kitchen or their car.
* Staff members should avoid physical contact with each other including handshakes, hugs etc.
* Staff to wear fresh, clean clothes for each session. If uniform isn’t able to be laundered in time for the next session they are in, the staff member should speak to their manager and fresh suitable clothes should be worn instead.
* Advise staff to remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.

Training

* Where possible, meetings and training sessions should be conducted through virtual conferencing.
* All staff members must receive appropriate instruction and training in infection control and the standard operating procedures and risk assessments within which they will be operating.
* Online training may be available to allow their training levels to be maintained if appropriate.

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**Parents**

Social distancing

* Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
* We will aim to minimise the ‘pinch points’ during the day and limit drop off and pick up to one parent per family.
* We will advise and ensure that parents follow the social distancing guidelines and ensure that queues are avoided for families waiting to enter preschool.
* Parents will be called forward to the porch to drop off or collect their child.
* When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area sticking to government social distancing policies.
* Consider allowing a parent to enter the first gate of the garden area for the purpose of settling an upset child. If a child has become distressed and needs the parent to settle them, this should take place in the garden area. The provider should consider measures to minimise contact between the parent and other children and staff members.

Communications

* Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
* Parents should inform preschool of their circumstances and if they plan to keep their child away, this helps preschool to conform to our safeguarding policy.

**Track and Trace**

Parents/carers understand that they will need to be ready and willing to:

* book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet.

Parents, and carers need to inform us immediately of the results of the test:

* if someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result. If feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
* if someone tests positive, they should follow guidance for households with possible coronavirus infection. They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days

**Visitors**

* Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the preschool unless essential (e.g. essential building maintenance).
* Where essential visits are required these should be made outside of the usual preschool operational hours where possible.
* As far as possible parents and carers should not enter the premises or the pavilion unless there is an emergency.

**Travel**

* Wherever possible staff and parents should travel to preschool alone, using their own transport or if possible walk.
* If public transport is necessary, current guidance on the use of public transport must be followed.
* Parents should avoid visiting any shops on the way to preschool.
* Parents are advised that they cannot leave any travel accessories including buggies, car seats, scooters in the setting premises or grounds.

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**Hygiene and Health & Safety**

Hand washing

* Parents must sanitize their child’s hands whilst social distancing queuing into the setting.
* All children and staff must wash their hands upon arrival at the nursery for at least 20 seconds.
* Hand sanitizer will be available for all children and staff to use regularly.
* Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
* Bodily fluid spills should follow the correct procedures as normal.
* Children are also to sanitize their hands upon leaving the setting

Cleaning

* An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children’s toys and equipment and all staff are rotated and are responsible that this is implemented.
* Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly at the end of every session.
* A deep clean may be needed after a child has become ill in the area they were waiting.
* During lunchtimes table coverings are sterilised.
* Material cat stand and cushions are out all week but at taken away Friday at 12pm until Monday 12pm to ensure they are sprayed and quarantined for 72 hours.

*Nose blowing*

* ‘catch it, bin it, kill it’ approach is especially important. And will be continuously promoted to all children.

Waste disposal

* All waste must be disposed of in a hygienic and safe manner following government guidelines.
* Tissues etc that have been used by a child or staff member with suspected Covid 19 must be disposed of following the government guidelines.
* Tissues must be immediately disposed of and placed in a bin with a bag, lid and foot pedal.
* Bodily fluids must be double bagged and disposed of in a bin with a bag, lid and foot pedal.
* Tissue bins will be emptied regularly throughout the day.

Laundry

* Staff will not be required to wear their uniform if it cannot be safely laundered before the next session.

Risk assessment

* The setting will be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
* Limit the resources that we have out available for the children including any toys which have intricate pieces that would be hard to clean.
* Remove anything which cannot be easily wiped down or cleaned at the end of the day.
* Play resources will be sprayed daily to ensure resources are available to all children o help their wellbeing and learning.

PPE

* Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
* PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.
* If a child shows symptoms, staff should wear a face mask, visor, disposable gloves and apron if a 2-meter distance cannot be maintained at all times. PPE should be disposed of following government guidelines.

Premises Building

* Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

Resources

* Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Any comforters that are brought in from home should be clean and hygienic. Any belongings that are brought in from home should remain in the child’s bag in the coat area.
* All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
* Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly in between use.

Supplies Procurement & Monitoring

* The preschool should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies. (Anti-bacterial sprays, Gloves, hand sanitizer, hand soap, paper towels).
* The preschool will not be able to operate without essential supplies required for ensuring infection control.
* A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other preschool washing.

Responding to a suspected case

* In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance.
* Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
* The staff member responsible for the child during this time should be a staff member from their group. The provider will provide suitable PPE for the staff member caring for the child such as a face mask, visor disposable gloves and apron.
* The area should be thoroughly cleaned immediately if the area cannot be left unvisited, and if the area can be left unvisited then it should be cleaned after 72 hours.
* The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
* In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.
* Once Early years settings open to more children, all children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, and their parents or carers not to need to self-isolate any longer than necessary, if the test proves to be negative. A positive test will ensure rapid action can be taken to protect other children and staff at Honeybees.
* We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Parents can access a test for under 5’s by contacting 111.

*Responding to a confirmed case*

* Public Health England (PHE) will be called by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. They will inform us what action is needed based on the latest public health advice.
* We will carry out a rapid risk assessment with the PHE to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
* The advice service (or PHE local health protection team if escalated) will work with our setting to guide through the actions we will need to take. This could mean the whole preschool (bubble) will have to self-isolate for 14 days from when they were last in.
* Any confirmed cases of coronavirus (COVID-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, will be reported to Ofsted through the usual notification channels.

**Monitoring of this policy**

This policy will be reviewed annually by the setting managers/Committee. New government legislation and policies will be incorporated appropriately as and when required or informed.

‍**Date:**6/11/2020

**Adopted by Authorised Signatures:**

**Review Date:**Ongoing - (September 2020)