



FORM OV 4 (CSF4255)

**RISK ASSESSMENT FORM**

(Focus on the things over which you have control)

Establishment: **Footsteps Pre-Nursery**

<b>RISK ASSESSMENT FOR:</b>  Footsteps Pre-Nursery group activities during COVID 19 outbreak.  <b>During this evolving time, we will monitor and follow government guidance given in the web links provided below</b>  <p style="text-align: center;"><b>Covid 19</b></p>		<b>Group Leader: Chris Wahl</b>		
Assessment by: <b>Chris Wahl</b>		<b>Date: For Summer term return 15<sup>th</sup> July 2020</b>		<b>Target Date for review: Yearly -PTO</b>
<b>Approved by:</b>		<b>Position: Manager</b>		<b>Date:</b>
<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
Covid 19 Virus  Specific to Footsteps.	The transmission of the Covid 19 virus to Staff, Children, Parents and carers	Staff will have access to Sanitizer, gloves, masks, visors and aprons.  As Children arrive there will be a table outside with hand gel for them to be able to sanitise their hands.  We shall take each child's temperature with a Non-Contact Infrared Thermometer.  Hands will be washed two more times throughout the morning.		Who knows ??

		<p>Parents will change children's shoes outside. If it is raining a member of staff will do this inside.</p> <p>Opening will take time, with two of us inside and one going to take the children individually from parents outside the front door.</p> <p>Parents to ensure children have their own marked water bottle.</p> <p>We will have two separate groups of children. One group on a Monday/ Tuesday and one on a Thursday Friday. On Wednesdays the hall will be cleaned.</p> <p>Only two children can play with a toy at the same time and then it must be washed before another two can play with it. (where possible)</p> <p>We may split the hall in two with the trolleys as a barricade.</p> <p>We will have separate toys for each group e.g. One set of puzzles for one group and another set for the other.</p> <p>The two groups of children must not mix. Outside play may also be at different times. We will use both the front garden and the hard surface area. We will endeavour to teach the children how to self-isolate.</p> <p><b>Toileting</b> The toilets will be divided one toilet per group the other and one for us.</p>		
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		<p><b>Pick up</b> Children will be given individually back to their own parents outside the building. No one else can pick up your child.</p>		
<p><b>Suspected case whilst working on site</b></p>	<p>Staff, Children, Parents and carers</p>	<p>If a person displays symptoms - A high temperature or a new continuous cough, they should:</p> <p>Notify the Manager.</p> <p>Child or staff sent home immediately</p> <p>Children accompanied by their parent, whilst awaiting collection isolate child behind a closed door, or an area at least 2m away from others.</p> <p>Apply use of PPE in accordance to PHE medical advice whilst caring for child displaying symptoms awaiting collection.</p> <p>Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected.</p> <p>They must then follow the guidance on self-isolation and not return to setting until their period of self-isolation has been completed.</p> <p>All staff aware of protocol for sick children.</p> <p><b>Testing</b> As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the setting.</p>		

<p><b>Maintenance of social distancing;</b> Effective hygiene protocols</p>	<p>Staff, Children, Parents and carers</p>	<p>Children split into small, consistent groups and kept in that same group throughout the day with the same staff assigned to that group</p> <p>As far as is reasonably practicable apply 2 metre social distancing in line with PHE guidance.</p> <p>Where necessary reduction in numbers of children in rooms and on site.</p> <p>Review staff rotas and staff &amp; child deployment to maximise use of space inside premises and outside.</p> <p>Where possible reduce physical contact situations</p> <p>No collective events, setting fairs, setting trips etc.</p> <p>Extra-curricular clubs cancelled</p> <p>No external activity providers for example music, French club without consideration of risk factors and mitigating agreements in place</p> <p>Maintain supplies and provision of suitable levels of soap and paper towels. No use of non-disposable hand towels (e.g. terry towelling hand towels)</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Staff that move between rooms wash hands or use hand sanitiser when entering and leaving rooms.</p> <p>Use alcohol hand gel, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p> <p>Ensure regular cleaning of the hand washing</p>		
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		<p>facilities and check soap and sanitiser levels.</p> <p>Tissues provided to be replenished as needed.</p> <p>Staff / children to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Staff to wash hands after wiping children's noses.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>All staff and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance</p>		
<p><b>Government Guidance Access to &amp; egress from site</b></p>	<p>Staff, Children, Parents and carers</p>	<p>Introduce staggered start and finish times to reduce congestion and minimise contact where possible between families. See specific to Footsteps.</p> <p>Monitor setting access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Consider one-way traffic through external doors to avoid face to face passing.</p> <p><b>Visitors</b> Only essential visitors are allowed onto the setting site.</p>		

		<p>Ensure all visitors / building users are aware of expectations. They must follow social distancing; hand washing on entry and adhere to any restrictions on accessing parts of the building stipulated by the setting. Signage in reception areas regarding good hygiene.</p> <p><b>Staff</b> On arrival all staff are required to wash hands range to drop off with key person at entrance</p>		
<p><b>Contact points Equipment use printers, workstations, apparatus, machinery etc.</b></p>	<p>Staff, Children, Parents and carers</p>	<p>Parents to ensure children have their own water bottles in setting</p> <p>Children to have allocated their individual water bottles/cups/bowls</p> <p>Maintain washing of all cutlery, plates etc in high temperatures or use disposable cutlery and plates where possible.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p><b>Activities and resources</b> Where young children mouth toys remove and sterilise</p> <p>Re-plan activities to avoid shared resources. Avoid working with materials that are shared in a way that may aid transmission, e.g. sand, play dough, messy play, books Routinely wash toys such as 'Duplo', construction materials, role play equipment</p> <p>Limit the number of resources available to enable a regular cleaning cycle.</p>		

		Daily 'damp dust' all surfaces before the children arrive including areas contact areas in activity zones.		
<b>Proximity of children/staff</b>	Staff, Children,	<p>Review staff rotas and deployment to maximise use of space in the premises and the use of the outdoor space. Where necessary reduction in numbers of children in rooms and on site.</p> <p>Staff to apply 2 metre social distancing in line with PHE guidance. Staff are to maintain a safe distance between each other (2 metres) where possible</p> <p>Based on the size of each room, determine how many staff can use it at any one time to maintain a distance of two metres</p> <p>Rota to maintain the same key person social groups where possible throughout the week. Staff are also not permitted to eat together unless a distance of 2m is maintained.</p> <p>Siblings sit together</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Limit the number of staff and children in each room/area /activity table to follow social distancing guidance.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2M distancing cannot be maintained.</p>		

<p><b>Snack times</b></p>	<p>Staff, Children,</p>	<p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Food to be served to children to limit contact &amp; cross contamination through shared use of serving spoons/utensils</p> <p>Use of individual plates for snack time and all surfaces wiped down before next child uses the area – avoid rolling snack where possible</p> <p>Food operators continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>All waste disposed of immediately. All areas, including high chairs used for eating must be thoroughly cleaned at the end of each meal time All persons should be kept as far apart as possible (2 metres) whilst eating</p>		
<p><b>Cleaning</b></p>	<p>Staff, Children,</p>	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. door handles, taps, flush handles, toilet door handles, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Routinely wash toys such as 'Duplo', construction materials, role play equipment Limit the number of resources available to enable a</p>		



		<p>regular cleaning cycle.</p> <p>Use board books for under twos that can be wiped clean regularly</p> <p>Daily 'damp dust' all surfaces before the children arrive including areas contact areas in activity zones</p> <p>Cleaning protocol is as follows:  Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.  Remove soft toys and limit use of toys which are hard to clean wash toys after use  For disinfection use a chlorine-based cleaner (1000 ppm free chlorine) see PHE advice <u>COVID-19: cleaning of non-healthcare settings guidance</u> and use disposable cloths / mop heads etc.</p> <p>(Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed)</p> <p>Hand towels and hand wash are to be checked and replaced as needed by staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the setting are to be used.</p> <p><b>When cleaning a contaminated area</b>  Cleaning staff to:</p>		
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<b>Contractors</b>	Staff. Children, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the setting are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Seek confirmation of their method statement / risk assessment.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand gel upon entering the site.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p>		
<b>Lack of awareness of PHE / setting controls</b>	Staff. Children, visitors	<p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control</p>		

		measures outlined in this assessment and from government guidance.		
<b>Provision of first aid</b>	Staff. Children, Parents, carers visitors	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Where children aged 2 to 5 are on site (with no children aged below 24 months) best endeavors are made to have someone with a full PFA certificate on site. If all steps set out in the <a href="#">guidance</a> have been exhausted and settings cannot meet the PFA requirement, they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certificate is on site at all times.</p> <p>Trained Paediatric First aider available to deliver first aid or best endeavours made to ensure this is in place on a daily basis</p>		
<b>Provision of intimate care</b>	Spread of Covid19	<p>Potential for additional PPE to be required for intimate care to be risk assessed to be based on nature of task and level of contact For nappy changing, personal care, feeding babies etc PPE requirements disposable apron, gloves, fluid resistant surgical mask.</p> <p><a href="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/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p>Should a child become unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A disposable apron, gloves and face mask (fluid</p>		

		resistant surgical mask) to be worn.		
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Children, Parents, carers visitors	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable.  Early years children will be supported to evacuate  Setting fire evacuation procedures reviewed to support social distancing guidance where possible in and age and stage appropriate manner, including use of designated place of safety		
<b>Staffing levels</b>		Decisions on staffing levels made dependent on numbers / needs of children present in setting.  EYFS statutory guidelines to be followed relating to recommended ratios or reasonable adjustments made in line <u>guidance</u> ‘  Reasonable endeavors made to ensure that at least half of staff (excluding the manager) hold at least a full and relevant level 2 qualification to meet staff to child ratio requirements, but this is not a legal requirement.  Where reasonably practicable staff rotas will maintain key person contact with same group of children		
<b>Premises safety</b>	Staff, Children	Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.  Ensure all key services are operational		
Wider safeguarding / safety risks		Flush all water outlets thorough in areas of the school which have been closed for period of time.  Ensure key fire doors are not being compromised / wedged open etc.		

<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>
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**Relevant links**

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>  
(applicable to May 31st)

Actions to prepare for wider opening from June 1st

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

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

