

Early Years Model Setting Risk Assessment

Early Years Setting	LADYBIRDS PRE-SCHOOL					
Job, Activity or Task	Covid 19 protective measures in early years settings					
List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Additional actions required	Action by Whom?	Action by when?	Date complete
Capacity of the building/space to accommodate children required	Staff, children, visitors to site	<ul style="list-style-type: none"> Cohort sizes must not exceed EYFS ratio guidance Cohort are segregated from each other to reduce social interaction Play areas are set for each cohort Facilities are allocated for sole use of each cohort 	Floating staff to clean areas following each group			
Maintaining adequate Staffing	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> Authorisation onto the site will be by the Manager/Lead. All staff medical needs to be discussed with the Manager/Lead prior to them entering the setting. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed, any changes must be noted and if required new control measures put in place. Suitable and sufficient provision must be made for the provision of first aid, physical 	<p>Bubble leaders are staff with low risk</p> <p>Staff with higher risk or who live with higher risk individuals will be removed from close contact or furloughed until risk level is acceptable</p>			

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

		<p>intervention, emergency procedures response, etc.-</p> <ul style="list-style-type: none"> • There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a space – they are spread out across the setting site and in classroom bases. • Lone working should be avoided. <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> • No physical contact. • Maintain social distance wherever possible • No close contact activities. 				
Access to and egress from site		<ul style="list-style-type: none"> • Everyone must on entering site must either wash hands or use appropriate hand sanitiser. • Stop all non-essential visitors entering site • Monitor site access points to enable/ensure social distancing – • Require all persons to wash or sanitise their hands before entering or leaving the site. • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean and disinfect common contact surfaces in communal areas, access control and delivery areas e.g. screens, telephone handsets, staff only work spaces, particularly during peak flow times. • Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible. • In larger groups settings, try to avoid hot 	<p>Staggered drop off and pick up times.</p> <p>One way system for drop off and pick up</p> <p>Marked out 2 metre waiting spots in garage area</p> <p>No parents on site.</p>			

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

		<p>desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day.</p>			
Use of indoor space		<p>Where possible Staff are to maintain a safe distance between each other (2 metres). Children are encouraged to do the same with other small groups.</p> <ul style="list-style-type: none"> • Limit the number of persons in each room/area to follow social distancing guidance. • All persons are to wash their hands prior to or upon entering rooms. • Cohorts not mix with each other during teaching time, breaks or outdoor activities. • Space/rooms to be kept very well ventilated. <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry to setting. • Use alcohol-based hand sanitiser where hand washing facilities are not available. • Establish a routine for hand washing. • Display PHE handwashing posters around school • Wash hands if face is touched. • All hand contact surfaces to be cleaned throughout the day. <p>Equipment:</p> <ul style="list-style-type: none"> • Ensure all equipment used is cleaned daily or between uses by separate cohorts. <p>Activities and resources</p>	<p>Hand sanitiser/cleaning products in baskets for each bubble.</p> <p>Toys have been assessed and limited to those that can be cleaned. Resources split between cohorts so that they can be sole use for that cohort.</p> <p>PHE posters displayed</p>		

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

		<ul style="list-style-type: none"> Resources should be cleaned after use (including computers) and between separate cohorts <p>Personal care for pupils</p> <ul style="list-style-type: none"> Where personal care routinely already involves PPE then this should continue to be the case, <i>no additional measures are required</i> 				
Use of outdoor areas and play equipment	Staff, children	<ul style="list-style-type: none"> Outdoor equipment to be cleaned between uses by separate cohorts. Access to outdoor equipment that cannot be cleaned to be restricted. 	Sand pit closed			
Access to staff toilets, rest rooms and changing facilities	Staff	<p>Staff to follow social distancing guidance where possible.</p> <ul style="list-style-type: none"> Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins 				
Meals / snacks	Staff, children	<ul style="list-style-type: none"> All persons should be required to stay on site once they have entered it and not use local shops etc. Food and drink should only be consumed in areas that are suitable and can be easily cleaned Break times, if any, should be staggered to 	<p>Lunchboxes to be plastic and wipe clean. Bubbles to keep lunchboxes separate from each other Floating staff to wipe down lunchboxes before storing in the assigned fridge</p>			

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

		<p>reduce congestion and contact. Cohort groups should not mix.</p> <ul style="list-style-type: none"> • Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. • Food should be protected against contamination by coughing, sneezing, etc. • All adults should sit 2 metres apart from each other whilst eating and avoid all contact. • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. • Tables and chairs should be cleaned before, between and after use. • All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. • All areas used for eating must be thoroughly cleaned at the end of each break and between cohorts, including chairs, door handles. 				
Suspected cases of Covid 19	Staff, children visitors to site	<p>If a person displays symptoms - A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> • Notify the Manager/Lead immediately. • Avoid touching anything. • Move child to cloakroom and contact parents for immediate collection. If a staff member needs to stay with them then they must remain 2m away. If personal care needs are required then appropriate PPE (gloves, apron and face mask) 	Cloakroom kept isolated and cleaned.			

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

		<p>should be available for use by the member of staff with them in these circumstances.</p> <ul style="list-style-type: none"> • Follow guidance on safe fit, use, removal and disposal of PPE and RPE. • If a staff member shows symptoms they must go home immediately. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • They must then follow the guidance on self-isolation and not return until their period of self-isolation has been completed. <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</p>					
Cleaning	Staff, children visitors to site	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to 	<p>Permission needed to share contact details for test track and trace</p>				
			<p>Floating staff to clean areas following use. All toys to be disinfected and rotated.</p>				

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

		<p>disinfecting.</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be regularly checked and replaced • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the setting are to be used. • Bin liners should be used in all bins 				
First aid provision	Staff, children visitors to site	<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 normal PPE appropriate to the circumstances.</p> <p>Wash hands and ensure the affected area is cleaned upon completion</p>	All bubble leaders are first aid trained.			
Fire	Staff, children visitors to site	<ul style="list-style-type: none"> • Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Cohorts should assemble together and not mix with other groups. • In the event of an unplanned evacuation, fire safety must take priority over social distancing. 	Updated fire drill procedures			
Deliveries and	Staff,	<ul style="list-style-type: none"> • If practicable drivers should wash or clean 				

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

waste collection	children visitors to site	<p>their hands before unloading goods and materials.</p> <ul style="list-style-type: none"> • Do not approach delivery staff, allow packages to be left in a safe place. • Hands are to be thoroughly washed after handling all deliveries or waste materials. • Waste to bags and containers - to be kept closed. • If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). 				
Visitors to site	Staff, children visitors to site	<ul style="list-style-type: none"> • No non-essential visitors are allowed onto the site. • All visits to site are by appointment only • All visitors to be made aware of site rules • Only visitors carrying out essential maintenance deemed necessary to the safe running of the setting are to be allowed on site and will read signs in reception regarding good hygiene. 				
Contractors	Staff, children visitors to site	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> ○ Wash hands on entry into individual work areas – or use alcohol-based hand 				

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

		<p>sanitiser.</p> <ul style="list-style-type: none"> ○ Repeat the hand washing/sanitising every hour. ● Site inductions are to be carried out following social distancing principles (2m separation). The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 				
Weather	Staff, children	<ul style="list-style-type: none"> ● All persons to dress appropriately for the weather. ● Facilities are provided to shelter from the elements. 	<p>Sun hats kept in bubble groups Sun cream will only be applied by bubble leader – hands washed before each application.</p>			
Lack of awareness	Staff, children visitors to site	<ul style="list-style-type: none"> ● Posters will be displayed in the welfare areas and in suitable places around site. ● “Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. 	<p>Posters displayed</p> <p>Full staff meeting to ensure total awareness</p> <p>Signed re-opening agreement for all parents of returning children</p>			
Hand sanitiser	Staff, children visitors to site	<ul style="list-style-type: none"> ● To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. ● When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. ● Do not use near heat sources. ● Note: it is preferable to use soap and water before resorting to hand sanitizer. ● Hand sanitiser must be stored in accordance with the manufacturer’s instructions ● Use of hand sanitiser by pupils must be 				

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Early Years Model Setting Risk Assessment

		supervised • A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by the setting.			

Risk assessment completed by		Signature	
Risk assessment sponsored by		Signature	
Date assessment completed			
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

Review Date	Assessor	Signature	Sponsor	Signature

Additional guidance documents:

<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>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

06/04/2020

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsor should be Owner or Manager
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.