**SPECIFIC PLANNING / RISK ASSESSMENT / POLICY**

**COVID-19**

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| **Setting: Village Preschool Bosham Lead Responsibility: Nichola Webb Date: 7th September 2020** | |
| **Rationale:** During these unprecedented times it is important to follow Government Guidelines and hygiene routines. The measures set out in this document are mostly common sense & part of normal everyday practice at Village Preschool Bosham. This document will be updated as and when there are changes to Government guidance.  How we respond to this pandemic as adults and role models will determine the crisis response mechanisms of an entire generation. Model positivity, resilience and calmness at all times. | **Ages of children: 2-4** |
| **This Risk Assessment / Policy is setting specific and covers in detail measures that work for us, our children and our parents. We are also keeping up to date and following / adapting Government Guidance:** [**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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) | |
| **Specific child issues to be considered** (eg physical disabilities/ behaviour issues)**:** | |

**PLANNING & SPECIFIC SIGNIFICANT HAZARDS:**

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| **Room / Location** | **Outline / specifics** | **Hazards** | **Risk**  **(HML)** | **Control Measures** | **Residual Risk (HML)** | **Additional commentary** |
| **Setting Cleanliness** | | | | | | |
| All Areas  All rooms  Outdoor area  Hall  Outside  activities | Floors  Surfaces, including door handles and door edges  Toys  Eating tables  And chairs  Sand / water / mud kitchen / bikes, scooter, see saw, slide | Children crawling, using hands, dribble/snot on floor  Children touching / dribble / hands in mouth then touching surfaces  Children sharing toys, touching, dribbling, putting in mouth  Germs settled and transferred  Transfer of germs | M  H  H  H  L  M | At the end of each day, all floors will be cleaned. Before the children arrive in the morning, all floors will be mopped with an antibacterial disenfectant. All staff will be alert to body fluids on the floor and anti-bacterial wipe during the day if necessary.  At the end of each day, all surfaces will be cleaned with anti-bacterial wipes/spray. Before the children arrive in the morning, all surfaces will be cleaned with anti-bacterial wipes. All staff to be alert to body fluids on surfaces and anti-bacterial wipe during the day if necessary. Children will be gently encouraged not to put things/hands in their mouth.  At the end of each day, toys will be sprayed lightly with Dettol 3 in 1 aerosol spray. All staff to be alert during day and use professional judgement if a specific toy needs additional cleaning. This should be done in as subtle way as possible.  Before and after each meal time wipe clean with anti-bacterial spray. At the end of the day, clean with anti-bacterial cleaner.  Deep clean twice per week in addition to all above measures  Dettol spray the accessories in the same way as toys. Be alert to toys in mouths, body fluids | L  M  M  L  L  L | All surfaces in this section are cleaned twice  It is important to remember that exploring with their mouths and hands is an extremely important part of development & asking them not to do it needs to be said gently  It is also important to remember that whilst we can remain alert, we do not want to scare children by being over zealous. We do not want to damage their creativity, curiosity or imaginations by constantly taking things away to clean. |
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| **Personal Hygiene** | | | | | | |
| Adults  Children  Adults  Children  Children  Adults  Adults  Adults  Family  Children | Hand washing  Hand washing  Nails  Drinks  Spare clothes / coats / belongings from home  Clothing  Nappy Changing  Suncream application  During personal time  Nose wiping | Germs carried on hands  Germs carried on hands  Germs under nails – especially if nails are long  Spreading germs  Cross contamination of households  Germs on clothing  Contact with skin and body fluids  Skin contact  Spread from wider community  Body fluid spreading germs | M  M  M  M  M  M  H  L  M  M | Wash hands as often as possible – specific examples of when absolute requirements are further listed within this document  Hand washing / sanitizing on arrival, before meals and snacks, as & when deemed necessary  Use a nail brush when cleaning hands before children arrive, before preparing food, before and after nappy changes & after children leave  All children have their own drink cup/bottle (provided by parents) This needs to be CLEARLY labelled  All children have their own closed bag containing a change of clothes. NO preschool clothes will be used.  Clothing washed regularly, clean clothes each day Do not wear work clothes / coat if going to a supermarket / enclosed space during personal time  Wash hands & clean changing mat with anti-bacterial wipes before changing and in between each child. (gloves to be worn for all changes) Thoroughly clean the station and mat at the end of each day. Ensure all nappies go straight into the outside bin.  Parents to apply suncream before arrival at Preschool  Ensure all family members follow strict hygiene and social distancing measures according to current Government Guidelines  As part of independence children are encouraged as standard to wipe their own noses and dispose of the tissue into the toilet or bin. Bins are emptied and cleaned at the end of each day. Staff to wash hands after assisting children with this. | L  L  L  L  L  M  M  L  L  L | Be calm, sensible & subtle! As stated above, we do not want a generation of neurotic children.  Children are aware of their own drink bottles  PPE will not be worn as scientific advice is that is ineffective unless changed after every single contact. It would also (in our opinion) be hugely detrimental to the mental health of the children. |
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| **Parents / Daily Routine** | | | | | | |
| Car park/lobby  Discussion | Drop off & collection  Conversation and discussion relating to child’s day / needs | Germs passed between adults, particularly at collection when parents have been at work  Germs passed between adults, particularly at collection when parents have been at work | M  M | A one way system with 1 metre markings. Parents not to come into the setting. Come up to the door following the markings say Goodbye to their child and follow the one way system back out of the car park.  Don’t touch the door or door handle, it will be opened from the inside.  We will wash hands straight after handover.  Spare clothes to be kept at Preschool rather than bringing each day.  Collection – Wait in the car park at the markings and we will handover the child and all belongings after handwashing.  Communication for long conversations should be done on the telephone Short conversations / updates still to be encouraged maintaining good relationships and modelling this for the children. This should all be done at a social distance. | L  L |  |
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| **Meal Preparation & shopping** | | | | | | |
| Supermarket  Kitchen | Weekly trip to the supermarket for fruit and cleaning products  Surfaces, crockery & cutlery | Germs from the wider community  Germs from saliva / hands / food packaging | M  H | Only Nicki goes shopping, anti-bacterial wipes are used on the trolley and any doors that need opening. Hand sanitizer used in the car before and after shopping. Social distance maintained from all other shoppers and staff. Packaging is discarded where possible. Work clothes / uniform is not worn in the shop. Shower on return.  Surfaces and appliances cleaned with anti-bacterial spray before and after every food prep. Floors cleaned inline with previous point. Deep clean twice per week in line with setting cleanliness. Food & Hygiene policy and procedures followed. | L  L |  |
| **Symptoms / First Aid** | | | | | | |
| Adults &  Children  Children  Adults and children | Temperature checks  First Aid  Child displaying symptoms | A high temperature (37.6+) is a symptom of Coronavirus  Blood spreading germs  Passing the virus to others | M  H  H | Temperatures are checked if a member of staff deems it necessary. This is done in ear in a cheerful manner. If a child’s temperature is high, additional checks are made. Over 37.4 parents are informed & half hourly checks made.  Adult working with children can check own temperature at the same time as children.  First Aid policy & procedures to be followed  Adults to keep a change of clothes in a bag. If a child develops symptoms – where possible isolate from other children \*always in a calm manner without panicking any of the children. Use a supplied face mask to cover adult’s mouth & nose if possible – DO NOT COVER A CHILD’s mouth / nose. Limit contact to only that child if possible. Contact parents immediately. When symptomatic child has been collected, wash hands & face thoroughly, change into clean clothes, wash hands & face again. Contact parents of remaining children. Clean where possible & reduce access to toys/areas – eg: outside group activities.Once all children collected, deep clean & book a Covid-19 test for whole household. Close & isolate until test results back. If positive and / or symptomatic, close for an initial 7 days & review. | L  L  M  M | Professional judgement in the moment will need to be made here. This is guidance only. Safeguarding and Health and Safety come first. |
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| **Mental health & well-being** | | | | | | |
| Parents  Children  Adults | Concern about their children  Sensing change and differences  Concern for self and family | Anxiety  Anxiety, fear, lack of understanding  Contracting the virus | M  M  L | This risk assessment, policy and agreement. Reassurance that Village Preschool Bosham is doing everything possible to minimise risk whilst still providing care and education. Good relationships maintained so that concerns, feelings can be discussed.  At Village Preschool Bosham through these unprecedented times, one of our main aims is to make each day as normal as possible. Although children don’t understand, they can sense that the World has changed. It is our job to model resilience, calm, cheerful fun approaches to managing change and difficulty. All of our additional measures are done with a smile and made fun. We do not shy away from cuddles, story telling, action rhymes, nappy changes, wiping tears – we give every child the love and security they need.  All government guidelines are followed in personal and professional time. We are getting on with our job, loving and caring for children and VERY proud to be open and supporting our NHS, Social Care and Education. | L  L  L |  |
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| **Knowledge and Guidance** | | | | | | |
| Adults & Parents  Playdough  Activity  Painting/craft | Up to date, ever changing guidance  A batch of playdough for each day as this helps with settling in and is an important activity for early years.  Children using the creative area to make things using preschool resources | Missing vital information  Cross infection, germs easily spread through lots of touching as well as bodily fluids. Sneezing and coughing  Cross infection, germs easily spread through lots of touching as well as bodily fluids. Sneezing and coughing | L  H  M | Public Health England / NHS advice on symptoms and  Government Daily briefings watched / read.  Facebook updates followed  West Sussex County Council updates received & read regularly  WSCC Early Years Team in contact  DFE updates read  Parents kept informed via messaging app, Facebook, Telephone, Facetime, email & face to face conversations (at social distance)  We read directly from the Government, we do not use newspapers or news outlets as a source of reliable information  Tools and equipment washed at end of session.  Batch used by same children on the day they attend and then quarantined for a week, hand washing before use and when finished. If a child shows and signs/symptoms that batch of playdough will be disposed of immediately.  Tools and equipment washed at end of session, area sanitised before and after use. A member of staff supervising this area | L  M  L | New activity since lockdown, to be assessed weekly.  New activity since lockdown, to be assessed weekly. |

**ASSESSMENT CARRIED OUT BY: Nichola Webb SIGNED: DATE: 07.09.2020**

**APPROVED BY PARENTS:**