

Little Frogs Pre School Covid-19 increase in childcare provider numbers from June 2020

RA100

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.

Childcare Provider: Little Frogs Pre School	Establishment Risk Assessment	RA100
Address: Gas Lane, Torrington, Devon EX38 7BE		
Staff, Children & Visitors	Date assessment completed: 26 May 2020 Updated 6 September 2020 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
<p>Return to childcare risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): covid-19 guidance for schools and other-educational settings covid-19 implementing protective measures in education and childcare settings covid-19 early years and childcare closures</p> <p>This risk assessment is generic and each childcare provider is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside Devon guidance Early Years-reopening 1st June. Guidance for Early Years Settings on Re-Opening 1 June 2020 and subsequent guidance on wider opening from 22 July 2020</p>	Manager	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Movement of persons around the setting	
Entrance and exit to childcare setting causing people to congregate compromising social distancing.	Drop off and collection time staggered, informed to collect exactly on time Only 1 person to drop off or collect Front door to be kept shut and only used by Playleader No entry to Parents into the building Play leader to collect and return children Foyer only to be used to store bags and lunch boxes Staff staggered start times and distance at finish times
Travel & Outings	No planned outings.
Overcrowding in Playrooms & corridors	Phased opening up of setting : Assess the m2 (allowing 2.3m2 per ¾ year old) Activities / tables to be spaced as far apart as possible with chairs spaced or removed. Use of inside /outside area and outdoors to maximise space available. Resources planned for age appropriate and key themes- only resources available those that are cleanable. Toys and activities are planned when used they are taken away at half/end of day to be cleaned and isolated for 72 hours. Reduce movement around the setting using timetabling and appropriate selection of other learning environments. ie Outdoors
Increased numbers during breaks compromising social distancing.	Staggered group snack times with handwashing and ensure appropriate supervision is in place. Use different locations where possible – eg outside
Increased numbers during lunchtime compromising social distancing.	Handwashing and sanitising before sitting down – tables kept apart. Or lunches delivered to groups/playrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables, chairs etc between uses.
Spread of virus due to increased numbers of people within the building.	Inform parents that if their child needs to be accompanied to setting only one parent should attend and wait outside. Visitors to the setting will only be permitted when pre-arranged. (eg Nursery +, Maintenance, Health Professionals).

	Speaking to the parents should be done outside, via email or telephone.
Inadequate social distancing measures leading to spread of the virus.	Children will only be allowed to attend other settings with discussion with Little Frogs Pre School.
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Foyer – Only to be used for entrance/exit and storage of bags, no visitors unless pre arranged.</p> <p>Staff to use office 2 at a time and 2m distance</p> <p>Entrance times and exits staggered</p> <p>Handwashing and sanitising to be done singly on entrance</p> <p>Signs and poster displayed to remind handwashing and “catch it kill it bin it”</p> <p>Unwanted furniture and resources to be stored or out of sight/access.</p> <p>Use of different zones</p> <p>Fire drills to continue, spacing children on the footpath with keyperson</p> <p>Toilets and sinks to be used individually and cleaned at regular intervals</p>
First Aid procedures	PPE to used by keyperson when undertaking First Aid. Communication of first aid arrangements cascaded to staff daily.
Fire Procedures	<p>Fire Procedures to continue to use back gate emergency exit to avoid foyer.</p> <p>Continue testing and monitoring regimes out of hours by Administrator</p> <p>Building evacuation checking to be carried out by the Assistant whilst keypersons take the children</p> <p>Children and staff to distance on footpath</p>
Water hygiene – management of legionella (Where appropriate)	Administrator to continue weekly flushing and monthly checking and arrange external maintenance outside of opening hours
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, correct use of PPE, cleaning arrangements, location of designated room (office) for suspected cases.</p> <p>Play leader to daily morning and afternoon briefings. Managers must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</p> <p>Review Setting Policies & Procedures Including Safeguarding. To include Covid-19.</p>
Staff rooms and offices to comply with social distancing and safe working practice	<p>Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart.</p> <p>Avoiding unnecessary gatherings. Only general assistant to use the kitchen for snacks, drinks, lunch. Other staff to enter Kitchen when assistant out of the kitchen. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils.</p> <p>Enhanced cleaning regimes as per below.</p>

Ventilation to reduce spread	Open windows in toilets and office, back doors and prop toilet door open. Mechanical ventilation is set to full fresh air. The windcatcher can be switched on daily.
Management of waste	Ensure bins for tissues have lids and are emptied throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks) Safe-working in education childcare and childrens social care including the use of PPE All PPE should be bagged and disposed in the Nappy Bin provided in the disabled toilet
Activities to take place outdoors in line with social distancing.	Where possible use outdoor space for activities. Ensure sun gazebos and umbrella's used. Decide which activities can take place outdoors and refresh risk assessment for outdoor space Ensure children have suitable sun protection applied before entering the setting and reapplied using PPE if needing help
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	Remove unnecessary items and soft toys and furnishings from playrooms and other learning environments; store it safely. All staff employed to clean hard surface and resources throughout the session Regular cleaning as per schedule Sand, water & messy play needs to be single use only, provide each child with their own tray, which is cleaned after use. Books can be wiped with anti bacterial spray or wipes. Minimise toys to make cleaning regimes easier, if toys don't wash easily or clean easily don't use them. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting setting Safe-working in education childcare and childrens social care including the use of PPE
Using play equipment – multiple-use	Appropriately cleaned between sessions and some activities after single use.
Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment where possible by allocating jobs. Numbered lpads to be used by same keyperson all day and cleaned at the end of the session. Office equipment to be used by Administrator or Playleader. Enhanced cleaning regimes as per cleaning plan. Play leader to sign in register only Going home/medication to be completed by Playleader only

Cleaning staff and hygiene contractor's capacity - providing additional requirements	An agreed schedule is drawn up with cleaning staff with the additional cleaning requirements. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. Provide PPE for staff undertaking the cleaning Staff to clean own toilet after using Disabled toilet only See Safe-working in education childcare and childrens social care including the use of PPE and Covid-19 decontamination in non healthcare settings .
Sufficient handwashing facilities for staff and children.	Where a sink is not nearby, provide supervised access to hand sanitiser in the learning environments. Staff to have their own bottle of hand sanitiser and large bottles available by entrance and exit. Plan in regular access to facilities throughout the day.
Additional time for staff and children to carry out handwashing	Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day.
Handwashing practice with children	A handwashing schedule displayed and communicated to staff Review the guidance on hand cleaning and introduce handwashing songs for children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: e-bug Information about the Coronavirus
Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.
Toilets being overcrowded	Limit the number of children who use the toilet facilities at one time. Visiting the toilet one after the other if necessary.
Staff related issues	
Inadequate training for Managers on completion of RA for covid-19, leading to anxiety and lack of the reassurance needed for staff	Manager, Chairperson and Administrator available for staff Staff to be briefed with new procedures, changes and Guidance, risk assessment and checklist provided to Childcare Providers support will be via you Early Years & Childcare Adviser.
Insufficient staff capacity to deal with increased numbers of children - Shortage of staff to maintain EYFS ratios	If there are any shortages of staff, use the DfE list to prioritise who is offered a place based on staff availability. Staff to follow normal procedure for notifying manager of absence and cover arrangements Follow the EYFS for staff ratios. where possible and follow the Disapplication Guidance. Early Years Foundation Stage Coronavirus Disapplication
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice

Staff understanding of new changes – safe practice at the setting.	Talk to & involve staff with the planning and implementing of changes .Keep reviewing and changing as required.
Accessing testing arrangements are clear for all staff	Access to testing is already available to all essential workers Apply coronavirus test
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	If a child, becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available and a supply is maintained. Safe-working in education childcare and childrens social care including the use of PPE
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors.	A risk assessment has been undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, Risk Assessment for Employees returning to childcare - Covid -19 Guidance on shielding and protecting extremely vulnerable persons Guidance on shielding and protecting extremely-vulnerable persons from covid 19 and clinically vulnerable people Staying alert and safe social distancing clinically vulnerable people should also be followed when considering staffing arrangements.
Staff use of PPE	Children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance covid-19 early years and childcare closures Gloves, aprons to be used for cleaning, Full PPE to be used by the key person looking after a child who has become ill in the setting
Use of PPE Lack of understanding	Adequate training / briefing on use and safe disposal Follow guidance issued to all staff, on putting on and taking off standard PPE Covid 19 personal protective-equipment use for non aerosol generating procedures and above guidance on use in education settings.
Dealing with suspected and confirmed cases / cases	Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting covid-19 implementing protective measures in education and childcare settings Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes. Follow procedures for contacting DFE helpline on 0800 0468687 and seeking advice from HPA
Child related issues	
Vulnerable groups who are clinically, extremely vulnerable.	Parents should follow medical advice if their child is in this category: Guidance on shielding and protecting extremely vulnerable persons from covid 19 guidance on protecting people most-likely to get-unwell from coronavirus.shielding young peoples or if someone within their household is in this category Guidance on shielding and protecting extremely-vulnerable persons from covid 19

Children with EHCP	Complete risk assessment before attendance, for advice on Inclusion contact your Babcock Early Years Separate planning for safe activities
Children unable to follow guidance	Ensure that no one enters the building who is unwell or required to self isolate. 1:1 support for child with additional needs
Safeguarding	Child Protection and Safeguarding Policy addendum produced for current procedures Designated Safeguarding Lead available by telephone at all times if not in the setting.
Specific issues for EY stage children understanding social distancing	Further EYFS stage guidance to be issued
Member of a bubble group becoming unwell with COVID-19	If a child is awaiting collection, they will be moved to the OFFICE where they can be isolated behind a closed door, depending on the age of the child and 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. Ensure suitable PPE (including fluid resistant face mask) is available at this location.
Transport	
Travel to setting and provision of safe transport:	Car park to be opened, encourage parents and staff to walk and not use public transport.
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	Follow usual food safety and hygiene procedures and Government guidance for catering establishments Guidance/working safely during covid-19/restaurants offering takeaway or delivery . Ensure Health & Safety policies are followed Safer Food to be updated
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	As above Food will be given the children at snack time rather than self service
Communications with parents and others	
Parents, contractors and other staff entering or working in the setting.	Inform parents, carers or any visitors, such as suppliers, not to enter the childcare setting. Display sign on front door and in pathway. If anyone is displaying any symptoms of coronavirus they must self isolate as per guidance Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish

	<p>telephone number in case of immediate access is required.</p> <p>Any visitors must follow the hand hygiene procedures and bring only minimal amount of items into the setting (tools).</p> <p>Any visitors should preferably be here without the children present. If visiting children then minimal contact should be made with other staff and children and observe social distancing when possible.</p> <p>Visitors attending to work on the building and not with children should wear relevant PPE.</p>
Suppliers understanding and complying with new arrangements	When ordering discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside setting hours
Communications to parents and staff	Regular communications via email and update emergency contact details for all children. Get parents to sign a protocol/contract.
Parent aggression due to anxiety and stress.	Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact to reduce anxiety.

Manager/Owner Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

--	--	--	--

Signed: Manager / Owner **Date**

The outcome of this assessment should be shared with the relevant staff.
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.