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| **Description of Activity** | Minimising risk to children, staff and visitors in the EYFS provision during and because of the Covid-19 pandemic. | | |
| **Location** | St Paul’s School EYFS | | |
| **Completed by** | Kathy Blake | | |
| **Date of Assessment** | 11th June 2020 | **Review Date** | Ongoing in line with DFE guidance |

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| **Glossary** |  |  |
| CT Caretaker (St Paul’s) | PLP Parent liaison partner |  |
| EHT Executive headteacher | SLT Senior leadership team |  |
| EYLdr Early Years Leader | SOA Senior Office Administrator |  |

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| **What are the hazards/risks?** | **Who and how might someone be**  **harmed?** | **What are you currently doing to control risks?** | **Risk Rating**  **L / M / H** | **What else do you need to do**  **(if applicable)?** | **Action by who / when?** | **Date Completed** |
| 1.  Lack of legally appropriate people/leads in the EYFS provision | Children in the provision. No paediatric first aider available. | Safeguarding leads identified and planned to be on site whilst children are present in the EYFS provision.  AW is trained first aider.  MB is trained first aider | Medium | First Aid at work appropriate for 3-5 year olds during pandemic: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#safeguarding-and-welfare> | EYLdr | 11.6.20 |
| 2.  Mental wellbeing of the children returning to the setting | Children in the provision. Mental wellbeing/health of the children expected to be low following a long period of quarantine. | Staff planning activities that focus on EYFS curriculum areas of PSED and Communication and Language in order for children to identify and communicate how they are feeling.  Creative and physical activities planned so children who may have lacked outdoor opportunities and access to art supplies can be free to express themselves. | Medium | Pastoral curriculum with games, outdoor learning and art to be planned.  Children to be given opportunities in the EYFS provision to talk to adults, knowing that it is a safe space. | All staff | Daily |
| 3. Transmission of Covid-19 through entering or being present in the EYFS provision. | Children, staff and visitors.  Transmission of virus through close contact, sharing of resources. | EYFS team are following PHE guidance on hand cleaning i.e. washing hands for 20 seconds and use of anti-bacterial hand sanitiser <https://www.gov.uk/coronavirus>  Children to be asked to wash their hands when entering the space. Parents/carers to enter through main school entrance and to line up 2 metres apart along the Reception ramp by the Reception entrance.  Social Distancing of 2m observed wherever possible, with clear markings on the floors indicating how far staff and parents/carers should be from each other.  EYFS indoor provision recognises government guidance on space.  Soap and hand sanitiser available for staff, children and visitors.  Hard surfaces such as floors, door handles, handrails, counter tops, reception and cleaners wipe computer desks in the evening.  Door handles cleaned regularly throughout the day.  Staff have access to updated PHE guidance. <https://www.gov.uk/coronavirus>  Posters on COVID-19 and advice displayed on entry to the EYFS provision and throughout the provision.  We provide tissues and posters ‘catch it, bin it, kill it’.  Posters displayed on correct hand-washing procedures.  Hand soap and sanitiser available for children, staff and visitors.  Ensuring plenty of paper towels.  Disinfecting all resources, straight after use.  If anyone or any member of the same household displays symptoms of COVID-19 whilst in the EYFS provision or prior to arriving at the provision however minor, they will be instructed to leave/ not come in to the premises, go/stay at home and follow guidance from the government in regards to isolating. This applies to children, staff and visitors to the EYFS provision. Children and staff in the EYFS ‘bubble’ should follow guidance on isolating and shielding where there is a confirmed C19 case. <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#class-or-group-sizes>  Children showing symptoms of Covid-19 should be removed from the provision and isolated from others whilst waiting to be collected by their parent/carer.  First aid room (back office) will beused if necessary.  The provision should be cleaned in accordance with government guidelines:  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  All staff and children to be signposted to government testing if they have come into contact with someone who displays Covid-19 symptoms:  <https://www.gov.uk/coronavirus> | Medium | Check for regular updates & implement any new guidance from PHE.  Children sinks in EY to be used. Children use the sinks to wash their hands in no more than two’s.  Ensure all markings in the provision are in place. Report missing/damaged markings to SLT/Premises Manager.  The rooms have been rearranged to minimise risk to pupils and staff.  Staff to check supply of soap and hand sanitiser weekly.  Staff to ensure daily checks are carried out to ensure the building is clean & report if there are any concerns to the Premises Manager.  Ensure adequate antibacterial cleaning supplies available.  Ensure that all the relevant and up to date posters are printed and clearly displayed throughout the provision.  Check stock of soap, hand sanitiser, paper towels and cleaning supplies.  Parents and staff to inform school immediately of any symptoms developed and SLT to be notified immediately.  A member of staff to wait with the child until collected. Gloves and facemasks to be worn. Guidance to be followed on how to put on, take off and dispose of PPE: <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>  Instruct Premises Manager/cleaners of the need to deep clean the provision.  Negative test results mean children and staff can return to the provision and other members of their household and ‘bubble’ can end their isolation. | All EY staff  All EY staff  All EY staff  All EY staff  All EY staff  CT/ SOA  CT/ SOA  SOA/ PLP  Admin staff/ SLT  All staff/SLT  EYLdr/ SLT/CT  SOA/ PLP/ SLT | Ongoing  Ongoing  Daily  Daily  Daily  Daily/as and when guidance changes  Daily  Before children return  Before children return  When necessary  When necessary  When necessary |
| 4.  Transmission of Covid 19 virus through staff journeys to school. | Staff travelling to work, using public transport and children and staff in the provision | Staff with under-lying health issues, BAME or vulnerable family members should discuss their working from home arrangements with EYLdr/ EHT.  Non shielding/vulnerable staff are expected to work in school and from home to reduce the number of times they have to travel into school and possibly transmit C19.  Staff encouraged to drive/walk/cycle to school where appropriate and not use public transport for journeys to and from school.  EYLdr to speak to the staff regularly about their wellbeing, individual circumstances and journey into work as well as any new arrangements. | Medium | Check for regular updates & implement any new guidance from PHE on shielded families.  Create rota of when children and staff are expected to be in school and when not.  Staff to make themselves aware of the rota  To stagger start times of staff who have to use public transport, avoiding rush hour and peak times. Continually check for regular updates to travelling on public transport & implement any new guidance.  Cycle to work scheme shared with staff who may want to purchase a bike.  Travel arrangements of staff reviewed as and when necessary. | SLT  EYLdr/ EHT  All staff  All staff/ EYLdr | Ongoing  Weekly  Weekly  Daily |
| 5.  Transmission of Covid 19 through lack of PPE | Staff anxious that Covid-19 maybe air borne and not having the relevant PPE (facemask, disposable gloves, disposable aprons) may increase the risk of catching/developing C19. | Government guidance is that PPE is not needed for staff in educational settings including where it is not always possible to maintain social distancing: <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#personal-protective-equipment-ppe-including-face-coverings-and-face-masks>  PPE is only required where children have intimate care needs and continue to receive their care in the same way or when a child displays C19 symptoms and requires intimate care.  Provision to be kept well ventilated with all windows and doors open upon entry. | Medium | School is providing PPE for staff who need it. Guidance to be shared on how to put on/take off and dispose of PPE.  <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>  EYFS provision supplied with gloves, hand sanitiser and antibacterial spray to help stop the spread within the provision.  LA sourcing and supplying settings with PPE. | All staff  All staff | Ongoing  Daily |
| 6.  Risk of Covid 19 if cleaning service is not available or cleaning is not strictly adhered to | Risk of spread of infection if cleaning is not undertaken | Cleaning team are aware of which areas of the provision need cleaning and have been kept up to date on which cleaning products can be used.  Staff given a cleaning timetable that is to be completed throughout the day and recorded. This includes the wiping down of surfaces, handles, computers and modelling and supervising children with hand washing.  Resources/toys used in the provision are to be on a rota system. Toys are to be allocated for a certain day and disinfected at the end of the day. Once disinfected, resources/toys are to be stored and not used until the following week on the allocated day.  Climbing equipment and other equipment which cannot be sanitised properly to be locked away and not used or cordoned off. | Medium | Continue to monitor that robust Health and Safety check each morning to ensure the provision is safe to open and operate.  Cleaning timetable explained to all staff on Inset taking place on 4th June 2020.  Cleaning products to be ordered if necessary and stocks to be always in supply.  Premises Manager to cordon off any wooden equipment that cannot be cleaned regularly. Other resources that cannot be cleaned to be stored away and not used. | EYLdr/ SOA/ CT and cleaning staff | Daily  Daily  Daily  /weekly  Ongoing until deemed safe to use again |
| 7.  Transmission of Covid-19 through children who are unable to social distance |  | Provide outdoor learning opportunities for those children that maximise social distancing.  Individual risk assessments to be put in place for children who cannot socially distance due to additional needs. | Medium | SEND children to have additional learning activities outside of the classroom eg sensory room. However, socially distancing to be encouraged and hand washing to take place frequently (p.26 SAGE guidance):  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884760/Our_plan_to_rebuild_The_UK_Government_s_COVID-19_recovery_strategy.pdf>  SENDco writing individual risk assessments, which are shared with staff and parents. | All staff/  SENDco | Ongoing and risk assessments reviewed as and when |
| 8.  Risk of staff anxiety and stress levels being high | Staff’s emotional needs at risk: anxiety, worry and low mood. Anxiety around the pandemic to decrease productivity, lead to ill-health and impact on children in the provision. | EYLdr to talk with staff daily regarding their wellbeing and learning both in and out of the provision.  Staff signposted to wider professional care where appropriate through LBTH, for example counselling for death and bereavement due to C19.  EYFS risk assessment and any amendments to be shared with staff in the provision. | Medium | Place2be is available for staff  Wider services recommended through referral if necessary.  Ensure that staff are aware of how to minimise the risks, therefore making staff feel safe and reducing staff levels of anxiety/stress. | All staff | Ongoing |
| 9.Eating and drinking within the classroom | Risk of spread of COVID if procedures not followed. | Children will be asked to bring in a water bottle. They will be kept in snack area for them to use.  Children will sit on the carpet (widely spread apart) for a mid-morning snack. They wash their hands before and after snack time.  Lunchtimes will take place in the nursery and reception classrooms. | Low | Ensure all EY staff are aware of drinking and eating changes. | EYLdr | Ongoing |
| 10. Lunchtimes | Risk of spread of COVID 19 if procedures not followed | Children will wash their hands before and after lunch using the toilets in either the nursery classroom or the reception classroom. Only 2 children will use the toilet and sink area at one time.  Children will be set apart on the tables.  EY staff will clean the tables and sweep the floor after lunch. | Low | Ensure all EY staff aware of the procedures and cleaning regime. | EYLdr | Ongoing |
| 11. Drop off and collection | Risk of spread of COVID-19 | Parents to line up on the Reception ramp respecting social distancing of 2 metres.  Teacher to come out to take the children inside one at a time and child asked to sit on a set table space 2 metres apart for register.  Parent to follow the one way system | Medium | Ensure all EY staff aware of the procedures and the one way system. | EYLdr | Ongoing |

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| **Overall Residual Risk for Activity (L / M / H):** | M |

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| **Level of Risk** | **Suggested Action Monitoring and Yearly risk assessment** |
| **LOW** | Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate |
| **MEDIUM** | Control measures need to be introduced within a specified time period; continue to monitor and review |
| **HIGH** | Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended |