

# Leeds Early Years Association Covid 19 Risk Assessment

Focus	Assessment Area	Assessment Actions
Children	Attendance - children	<ul style="list-style-type: none"> <li>Only children who are symptom free or have completed the required isolation period will attend the setting.</li> <li>We will be taking temperatures of children on arrival and will ask parents to monitor their children's temperatures and complete weekly health questionnaires for returning children.</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>All registered children will form one bubble</li> </ul>
	SEND	Children with send will be managed by the SENCO who will liaise with families and carers to ensure they are protected and cared for to the best of our abilities.
	Wellbeing and education	<ul style="list-style-type: none"> <li>Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and use of personal tissues .</li> <li>Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19.</li> <li>Key Workers will also ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>Children will continue to access our provision independently and the ethos of the charity and how we approach education will remain the same.</li> </ul>
workforce	Attendance	<ul style="list-style-type: none"> <li>Staff will only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>We will be taking temperatures of staff on arrival and risk assess with a regular health questionnaire for returning staff.</li> <li>Any staff members who travels to work via public transport has been asked to bring a change of clothes (work top)- on entering the nursery staff are to immediately change to prevent cross contamination and reduce the risk of spreading infection.</li> </ul>
	Health issues	Staff with health issues must seek medical advice from their consultant which will be shared with the preschool so we can put procedures into place to keep you safe and protected.
	Pregnancy	Pregnant staff must seek advice from their midwife so we can keep them safe and protected
	Manager shortage	Access via phone to a manager
	Practitioner shortage	Managers to step in where needed and utilise the higher adult :child ratios for children 3-5 years old

Focus	Assessment Area	Assessment Actions
	Physical distancing/ group	<ul style="list-style-type: none"> <li>• Staff will form one bubble with all registered children</li> <li>• Social distancing will be maintained during breaks. This will be achieved through the staggering of breaks for individuals</li> <li>• Staff members will avoid physical contact with each other including handshakes, hugs etc. Where possible, meetings and training sessions will be conducted through virtual conferencing</li> </ul>
	knowledge	<ul style="list-style-type: none"> <li>• All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child</li> <li>• We will limit drop off and pick up to 1 parent per family. Parents will be allowed to enter the building if they <ul style="list-style-type: none"> <li>- wear a face covering,</li> <li>- have a temperature check</li> <li>- wash their hands before entering.</li> </ul> </li> <li>• If parents are kept waiting while dropping off or collecting their child, physical distancing must be maintained.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• Regular updates on our facebook pages and the tapestry app will continue to be as clear and informative as usual. Letters and information will be uploaded onto the tapestry platform. Parents will agree to out of hours communication should there be any cases of COVID 19 at the preschool.</li> <li>• Verbal handovers will be time restricted to ensure we do not have a queue of parents and children</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>• Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual nursery operational hours where possible. <ul style="list-style-type: none"> <li>- wear a face covering,</li> <li>- have a temperature check</li> <li>- wash their hands before entering.</li> <li>- provide the relevant details for track and trace</li> </ul> </li> </ul>

Focus	Assessment Area	Assessment Actions
Travel	Travel associated with our operations	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents will travel to the nursery alone, using their own transport.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed.</li> <li>• Parents will be asked not to leave travel accessories including buggies, car seats, scooters on the premises</li> <li>• Outings into the local community will be restricted during this phase of reopening.</li> <li>• Staff who travel to work via public transport have been reminded to follow current guidance on the use of public transport, wearing face coverings where social distancing cannot be obtained.</li> <li>• Staff have also been asked that if they travel on public transport they bring a change of top to change into upon arrival to prevent the spread of infection/cross contamination.</li> </ul>
Hygiene and Health & Safety	Hand washing	<ul style="list-style-type: none"> <li>• All children and staff <b>must</b> wash their hands upon arrival at the nursery using the provided hand washing stations at the entrance</li> <li>• Children and staff members will be encouraged to wash their hands frequently - every 20 mins</li> </ul> <p>PROPER HAND-WASHING PROTOCOL HAND-WASHING IS A CORNERSTONE OF OUR REOPENING PLAN. WHEN IN DOUBT, WASH THOROUGHLY AND OFTEN, USING LIQUID SOAP AND WATER. HAND SANITIZER THAT IS 70% ETHANOL OR STRONGER IS OUR SECOND PREFERENCE.</p> <p>WE WILL WASH OUR HANDS:</p> <ul style="list-style-type: none"> <li>• Upon arrival in the morning, and re-entering the building throughout the day and before using malleable resources such as clay , playdough, sand and water</li> <li>• Whenever hands are visibly dirty</li> <li>• After using the toilet</li> <li>• After coughing or sneezing into one’s hands, or into a disposable tissue</li> <li>• Before eating</li> <li>• After physical contact with others.</li> <li>• Before and after preparation of food</li> <li>• After handing any post or parcels delivered to the nursery (gloves will be used to take these in also)</li> </ul> <p>All members of staff have also been given their own hand sanitisers that can be clipped onto their uniform for easy access during the day.</p>

Focus	Assessment Area	Assessment Actions
	Cleaning	<ul style="list-style-type: none"> <li>● We have an enhanced cleaning schedule that will be implemented that includes furniture, surfaces and children's toys , lunch boxes and equipment.</li> <li>● Toilets will be cleaned twice daily using standard cleaning products, and sprayed with disinfectant after each use.</li> <li>● All high-contact surfaces, including touch points and hand washing facilities, tables, door handles, taps and light switches will be disinfected twice daily.</li> <li>● Toys will be steam cleaned at the end of each day, and any toys that are not easily disinfected will be put away until the end of the coronavirus pandemic.</li> <li>● Staff electronics such as tablets, phones and computers will be disinfected before and after use.</li> <li>● Cleaning takes place whenever there's a break in the action – in the middle of the day, while children are eating or napping, or at the end of the day, once the children have gone home.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>● Laundry, such as reusable facemasks and aprons, will be only used by one child, and washed every day at 60 degrees.</li> <li>● Items such as towels must not be shared by children</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>● All activities will be risk assessed and due consideration given to any adaptations to usual practice - mostly washing of hands prior to engagement .</li> <li>● This may include, but not be limited, to the suspension of some learning experiences involving materials which are not easily washable such as malleable materials, sand, water etc.</li> <li>● All children will have snacks served in their bowl to eliminate sharing of food. All children will bring their own lunch box and will not share their food with others.</li> </ul>
	PPE	<ul style="list-style-type: none"> <li>● Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.</li> <li>● PPE will continue to be worn as prior to the pandemic, however this is now enhanced to include face mask and visor for nappy changing and the administration of first aid.</li> <li>● PPE will also be used by staff who may be caring for any child who has displayed symptoms and waiting collection. These will include disposable aprons, masks, face shields, disposable gloves.</li> <li>● We have collated an "isolation box" which contains masks, aprons, paper towels, gloves, face shield, anti bac wipes, hand sanitiser etc. This will be checked regularly using an inventory list with anything taken out marked down, dated, time, signed by a manager, reason for use and number of stock left.</li> </ul>

Focus	Assessment Area	Assessment Actions
Premises	Building	<ul style="list-style-type: none"> <li>We will be keeping windows and doors to the outdoor area open where possible to ensure ventilation. Children will be encouraged to use the outdoor space as much as possible.</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>Children will not be permitted to bring items from home into the nursery unless absolutely essential for their wellbeing, for example a dummy.</li> <li>All resources required for play and learning experiences of children will be regularly washed, steamed or sterilised.</li> <li>Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly.</li> <li>The use of soft toys or toys with intricate parts that are otherwise hard to clean have been boxed up.</li> </ul>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies.</li> <li>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet our operational needs. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at 60 degrees and separate to any other nursery washing.</li> <li>In the case the supply of food is interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.</li> </ul>

Focus	Assessment Area	Assessment Actions
Responding to a suspected case	Procedure	<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolated at home in line with the NHS guidance.</li> <li>• Whilst waiting for the child to be collected they will be moved, if possible to a room where they can be isolated behind a closed door (with appropriate adult supervision) if this is not possible, the child will need to be moved to an area which is at least 2 meters away from the rest of the setting. A window will be opened for ventilation.</li> <li>• If the child needs to use the toilet in the time they are waiting to be collected they will use a separate bathroom, if possible. The bathroom will be cleaned and disinfected before used by anyone else.</li> <li>• The staff member will wear appropriate PPE including a face mask and visor while waiting with the child.</li> <li>• In an emergency, the manager/supervisor is to call 999 if the child becomes seriously ill or injured.</li> <li>• The person responsible for cleaning the area will wear appropriate PPE.</li> <li>• The member of staff who has been in contact with the child displaying symptoms does not need to go home unless they develop symptoms themselves. The member of staff will adhere to strict hand washing routines as usual (20 seconds)</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance. Staff members will be able to be tested for Covid-19 if displaying symptoms.</li> </ul>
Shared facilities	Meanwood	<p>Public toilets in main building are used by the staff</p> <p>The community centre provides hand gel , disinfectant spray and regular enhanced cleaning of all the centre</p> <p>When staff use the toilets they must</p> <ul style="list-style-type: none"> <li>• Sanitise hands before leaving the preschool</li> <li>• Take a disinfectant wipe with them</li> <li>• Not touch walls when moving through the building</li> <li>• Sanitise door handles after use</li> <li>• Wash hands following use of the toilet and when reentering the preschool</li> </ul>
	Headingley	<p>Shared facilities include</p> <p>Kitchen Children toilets</p> <p>School have risk assessed the above please see separate document</p>