

### Coronavirus (COVID-19) protective measures risk assessment

<b>Name of setting:</b>	<b>Willow Tree Little Kindergarten</b>	<b>Date of this risk assessment:</b>	6/9/21 <b>6</b>
<b>Risk being accessed:</b>	This risk assessment will assist Willow Tree Kindergarten in preventing the transmission of Coronavirus (Covid-19) in the setting.		
<b>Aim:</b>	To support the health and safety of all children, families, staff and visitors.		
<b>Risk assessment to be reviewed by:</b>	31/10/21	<b>Guidelines:</b>	
<b>What are the main methods of limiting the transmission of Coronavirus (COVID-19) at Willow Tree Kindergarten</b>	1. Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices	Coronavirus (COVID-19): guidance for schools and other educational settings: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>	
	2. Infection prevention and control through regular cleaning practices	Actions for <u>early years and childcare providers during the Coronavirus (Covid-19) outbreak</u> : <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a>	
	3. Infection prevention and control through minimising contact and mixing (social distancing)		
	4. Infection prevention and control by responding to individuals who are unwell with coronavirus symptoms and avoiding contact with anyone with symptoms	COVID-19: cleaning in non-healthcare settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	
<b>People at Risk:</b>	Staff Children Parents & carers Visitors Contractors Vulnerable groups	<b>Building size and Description:</b>	It is a large, well ventilated room with a stone floor and semi carpeted area. It has 2 exits and 3 windows each on 3 different walls. The kitchen/sink/cooker area is also within the room. It has a corridor leading to the coat/boot-room. In the boot-room are a row of 6 sinks and an bathroom area with 6 toilets/cubicles. At the rear of the boot-room is an exit to an enclosed garden area.

## 1. Frequent hand cleaning and good respiratory hygiene practices

<p><b>What is the Hazard:</b> Risk of Covid-19 transmission through poor hygiene practices</p>			
<p><b>Control measures</b></p> <p>Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.</p>	<p><b>What is being done to control this risk now?</b></p>	<p><b>Can you do anything else to lower the risk further?</b></p>	<p><b>Who is Responsible For Implementing These Control measures?</b></p>
<p>Cleaning/washing hands regularly</p>	<p>Upon entry to the kindergarten staff, children and visitors must use antibacterial hand gel available at entry and exit points. Parents will assist their children to ensure it is used correctly.</p> <p>Hand washing facilities with running water are in place and stocked with soap. Everyone is reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly.</p> <p>Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often throughout the session, for example before starting a new play activity and before and after eating. Some</p>	<p>We will sing songs while supervising hand washing to encourage a thorough wash</p> <p>Hand sanitiser is made appealing by calling it 'lavender water' or using the names children describe it at home</p>	<p>Lily Clark will ensure that soap dispensers and antibacterial hand gels are full from the start of each day.</p>

	<p>children may prefer to use hand sanitiser and this will be offered to ensure that hands are cleaned regularly.</p> <p>We will remind everyone to cover their mouth and nose with their shoulder or elbow when they cough or sneeze. Tissues will be available inside with a bin close to where children will collect tissues. After using a tissue hands will be washed for 20 seconds or hand sanitizer will be used.</p> <p>Staff teams will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>We will provide learning opportunities for children to learn and practise good hygiene through games, songs and repetition and puppet shows.</p>	<p>Occasionally an adult will assist a child to blow/wipe their nose, the adult will wash hands for 20 seconds or use hand sanitiser after helping.</p>	
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**What is the Hazard:** Risk of Covid-19 transmission through poor hygiene practices

**Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above?** Yes/No

**What is the risk rating:** Medium

## 2. Regular cleaning practices

<b>What is the hazard:</b> Risk of Covid-19 transmission through poor cleaning practices			
<b>Control measures</b>	<b>What is being done to control this risk now?</b>	<b>Can you do anything else to lower the risk further?</b>	<b>Who is Responsible For Implementing These Control measures?</b>
Surface cleaning	<p>Frequent disinfecting of objects and surfaces that are touched regularly – tables and kitchen surfaces, will be cleaned regularly, where possible after each use.</p> <p>Hard play resources and wooden equipment will be disinfected at the end of each day. Toys will be kept clean and if there is a local outbreak they will be available for one day and then stored for 72 hours before re use.</p> <p>We will use blue roll to wipe and disinfect surfaces and dispose of it in the bin afterwards.</p> <p>Toilets will be thoroughly cleaned before children arrive with the staff monitoring cleanliness during the day and cleaning accordingly.</p>	<p>We will follow the guidelines: <a href="#">COVID-19: cleaning in non-healthcare settings</a></p>	<p>Lily Clark will ensure it is happening</p> <p>All adults in the setting are required to be aware of and maintain cleanliness</p>

Sanitation	<p>Toilets will be flushed and will not be used again for 2 minutes where possible.</p> <p>Children will have separate towels for hand drying that are washed daily.</p>	<p>We will follow the guidelines: <a href="#">COVID-19: cleaning in non-healthcare settings</a></p>	<p>All staff will be responsible</p>
Food preparation, eating utensils and clearing up	<p>The daily snack will be prepared by adults and stored under cover until snack time.</p> <p>Children may help with food preparation having washed their hands first.</p> <p>We will encourage regular drinking during the sessions, offering water to children and cleaning cups after use. Children will learn to ask for a drink if they are thirsty so that only fresh water is offered.</p> <p>After snack or lunch time all utensils will be cleaned and returned to cupboards.</p>	<p>The adults will bring a tray with cups and water to the children to encourage drinking during long periods of play.</p> <p>Children will be given opportunities to help pour drinks during snack time.</p>	<p>Lily Clark</p>

**What is the Hazard:** Risk of Covid-19 transmission through poor cleaning practices

**Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above?** Yes

**What is the risk rating:** Low

### 3. Minimising contact and mixing (Social distancing)

<b>What is the Hazard:</b> Risk of Covid-19 transmission through close contact with others			
<b>Control measures</b>	<b>What is being done to control this risk now?</b>	<b>Can you do anything else to lower the risk further?</b>	<b>Who is Responsible For Implementing These Control measures?</b>
Shielded and clinically vulnerable children and young people	Shielded children are more vulnerable and if they are attending a separate risk assessment will be written for them	Talk to parents of vulnerable children and see if they have been told to shield	Lily Clark
Shielded and clinically vulnerable adults	Vulnerable adults can choose to work. A visor will be available for them to wear. Staff will all follow a 2 meter social distancing where possible.  If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are	Staff risk assessment to identify vulnerabilities in the staff group with changes made to support vulnerable staff	Lily Clark

	pregnant, they can attend and a separate risk assessment will be written		
Staff who may otherwise be at risk from coronavirus	<p>Protective measures and PPE are available to all staff</p> <p>Staff have access to Lateral Flow Tests and are encouraged to take one twice a week for negative results to be recorded on the attendance register. If staff get a positive test result they will stay at home and request further testing.</p>		
Visitors to the kindergarten	<p>Visits will be arranged at times when the children are not present or during lunch time when the children are inside and visitors will stay in the garden only.</p> <p>Visitors will be asked to only attend meetings when they are healthy and will not come if they have been asked to isolate or if they have and Covid-19 symptoms.</p> <p>Windows and doors will remain open while a visitor is on the premises.</p>		Lily Clark
Traveling to and from the setting	<p>We will consider how staff, parents, carers and children travel to and from our setting and discourage travel on public transport where possible. We will signpost these people to the COVID-19 safer travel guidance for passengers: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>	We will encourage families and staff to walk or cycle to the setting where possible.	Lily Clark

<p>Drop off/pick up times</p>	<p>Where possible we will encourage one parent or carer to drop off/pick up their child.</p> <p>Where parents and carers are waiting to drop off or collect their child we will remind them to maintain space from other families.</p> <p>Parents will be asked to leave promptly to avoid congestion.</p>		<p>Lily Clark</p>
<p>The kindergarten will not have more than 25 children on the register making it a relatively small bubble.</p>	<p>The children will be encouraged to play outside and when they are inside doors and windows will remain open where it is safe and warm enough to do so.</p> <p>Only healthy children will come to class, children with any symptoms will be asked to stay at home.</p>	<p>If children have symptoms for other illnesses their parents will be contacted and asked to keep the child at home until they are healthy again.</p>	<p>Lily Clark</p>
<p>Craft and domestic activities</p>	<p>Planned activities will be set up before the children arrive.</p> <p>If a child needs help from an adult they will position themselves next to the child and be aware of cleanliness and the catch it, bin it, kill it method if they need it.</p>		<p>Lily Clark With the help of all staff</p>
<p>Ring time and story time</p>	<p>These are indoor activities and windows will be open for ventilation.</p> <p>Children will have mats to sit on spaced in a large circle for ring time and a large arc for story.</p>		<p>Lily Clark With the help of all staff</p>



	Singing will be quiet with plosive sounds in songs avoided if possible		
Toys for free play	The kindergarten will reduce the number of toys available and clean these regularly.		Lily Clark With the help of all staff
Water play and sand play	Children will collect water from a hose or tap in watering cans and buckets to water the garden. Sand play will be inside and in the garden		Lily Clark With the help of all staff
Children's belongings	Children will bring in spare clothes, waterproofs and sun protection. These will be stored on their peg. Some children may bring in a soft toy for comfort.		Lily Clark With the help of all staff
Outside play	Outside toys will be reduced and checked for cleanliness in the morning.  Children will have adequate shade and shelter to protect from the sun and rain.		Lily Clark With the help of all staff
Inside play	Windows will be opened to increase air flow.  The room will be set up to make a larger space for children to spread out in.		Lily Clark With the help of all staff
Going for a walk	The kindergarten will use the ability to go for a walk as a meaningful activity that can occur in the outdoor environment.  Before going for a walk children will go to the toilet and wash their hands.		Lily Clark

	<p>During the walk children will walk in pairs holding hands, with an adult leading and an adult at the back.</p> <p>Everyone will keep close together while walking to the destination and if other people are encountered on the walk the children will be encouraged to stand respectfully to the side.</p> <p>When at a local park 'Oldbury Court' the children will be able to let go of their partner and will be encouraged to explore the area as a group, keeping close together and avoiding encounters with others in the park.</p> <p>Children will wear reflective jackets at all times and will wash their hands on return.</p> <p>The teacher will take the register, a first aid kit, hand sanitiser, children's contact numbers, a mobile phone some tissues and a bag to seal tissues in if they were to be used (to be disposed of at kindergarten).</p>		
Help with personal care	<p>Children will be encouraged to wipe themselves after using the toilet or to change their clothes themselves if they are wet. Children will wash their hands when they have finished.</p>		Lily Clark With the help of all staff

	<p>In cases where staff need to help there will be gloves available and staff will wash hands for 20 seconds after helping.</p> <p>Soiled clothing will be tied up in a bag to be sent home at the end of the day and stored on the child's peg.</p>		
Snack time/lunches	<p>The teacher will have eating and drinking utensils to hand to the children.</p> <p>The teacher will wash hands or use hand sanitizer before serving food.</p>		Lily Clark With the help of all staff
Building/premises	<p>Areas will be kept well ventilated by keeping windows and door open where possible.</p> <p>We will limit the number of children who use toilet facilities at one time to ensure that toilets do not become crowded.</p> <p>Entrances and fire exits will not be blocked</p>		Lily Clark With the help of all staff
Well-being	<p>Management will promote mental health &amp; well-being awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p><a href="#">MIND Coronavirus and your wellbeing</a></p> <p><a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a></p>	<ul style="list-style-type: none"> <li>• Samaritans (essential/frontline staff support): Talk to us on the phone, whatever you're going through, call us free any time, from any phone, on 116 123. <a href="https://www.samaritans.org/how-we-can-help/contact-samaritan/talk-us-phone/">https://www.samaritans.org/how-we-can-help/contact-samaritan/talk-us-phone/</a></li> <li>• Wellbeing support by text for key workers: Text 'SHOUT' to 85258 <a href="https://giveusashout.org/">https://giveusashout.org/</a></li> </ul>	Lily Clark and the Well-being trustee

	<a href="#">Young minds child's mental health during the coronavirus (COVID-19) pandemic</a>	<ul style="list-style-type: none"> <li>Willow Tree Kindergarten Well-being trustee</li> </ul>	
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**What is the Hazard:** Transmission of Covid-19 through close contact with others

**Is the hazard adequately controlled by implementing the social distancing control measures detailed above?** Yes

**What is the risk rating:** Medium

4. **Individuals who are unwell/avoiding contact with anyone with symptoms**

<b>What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell</b>			
<b>Control measures</b>	<b>What is being done to control this risk now?</b>	<b>Can you do anything else to lower the risk further?</b>	<b>Who is Responsible For Implementing These Control measures?</b>
Recognising the symptoms of coronavirus	Ensure that all staff recognise the signs of Coronavirus during staff meetings  The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees) or a loss of smell or taste.		Lily Clark

	Symptoms in children can include headaches and sore throats		
Monitor staff wellness	<p>A daily record of the kindergarten staff temperature to ensure that it is below 37.8 degrees centigrade.</p> <p>This will be recorded on the daily register.</p> <p>Staff will be encouraged to use Lateral Flow Tests twice a week and negative results will be recorded on the attendance register.</p>		Lily Clark
If families are off due to unwellness they will report what symptoms they have to the teacher	<p>Symptoms will be logged on the attendance register.</p> <p>If a family have coronavirus symptoms they will be asked to take a PCR test before returning to kindergarten. If a test result is negative the child will remain at home until they have recovered from the symptoms they had had.</p>		Lily Clark
An adult develops symptoms of coronavirus whilst on the premises	<p>If an adult becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the staying at home guidance.</p> <p>If a member of staff develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> </ol>	<p>In the event that someone has Covid-19 in kindergarten the kindergarten will have a thorough clean after they have left.</p> <p>All surfaces will be cleaned with disinfectant while</p>	Lily Clark

	<p>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>4) They must then follow the guidance on self-isolation and arrange for a Covid test. If the test is negative they can return to work after their symptoms have gone. If they were to test positive everyone who attends kindergarten will self isolate for 14 days.</p> <p>The class will be clean thoroughly disinfectant after someone with symptoms has left while children are kept outside.</p> <p>Full guidance on what to do if someone develops symptoms of Covid-19 can be found here:  <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></p>	<p>windows and doors are opened for ventilation. Carpets will be steam cleaned and blankets, cushions, curtains and other materials will be washed in a hot machine wash. Puppets and toys that were out will also be cleaned with boiling water or Milton disinfectant.</p>	
<p>If a child develops symptoms of coronavirus whilst on the premises</p>	<p>If a child begins displaying a continuous cough, a high temperature, having a headache or sore throat they will be sent home to isolate as <a href="#">staying at home guidance</a> informs us.</p> <p>If a child is awaiting collection, they will be moved inside and made comfy near the door with the windows opened for ventilation. They will be supervised by 1 member of staff who will remain distant from them and wear PPE if they need to offer help or come closer than 2 metres.</p> <p>The member of staff who supervised the child will wash their hands for 20 seconds after they are collected and will not be required to isolate unless the child receives a positive test result.</p>	<p>In the event that someone has Covid-19 in kindergarten the kindergarten will have a thorough clean after they have left. All surfaces will be cleaned with disinfectant while windows and doors are opened for ventilation. Carpets will be steam cleaned and blankets, cushions, curtains and</p>	<p>Lily Clark</p>

	<p>If they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a child has been sent home they will be tested for coronavirus, if the results come back negative they can return to kindergarten. If the results come back positive the setting will report this to the local health authority for guidance and will inform Ofsted.</p> <p><a href="#">What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</a></p>	<p>other materials will be washed in a hot machine wash. Puppets and toys that were out will also be cleaned with boiling water or Milton disinfectant.</p>	
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**What is the Hazard:** Transmission of Covid-19 by contact with an individual who is unwell

**Is the hazard adequately controlled by implementing the social distancing control measures detailed above?** Yes

**What is the risk rating:** High

Risk assessment method of circulation		
Staff: by email and during meetings	Parents and carers: by email	LA/Ofsted: on website
Risk assessment completed by		
Name: Elodie Rummage and Lily Clark	Role: Teacher Manager	Signature:

Risk assessment authorised by		
Name:	Role:	Signature: