

Coronavirus (COVID-19) Risk assessment		
<b>Establishment:</b> YMCA East Surrey Merstham Pre-School	<b>Assessment by:</b> Emily Griffiths	<b>Date:</b> 2 Sept 2020
<b>Review Date:</b> 28 October 2020	<b>Red</b> – high risk <b>Yellow</b> – medium risk <b>Green</b> – little or no risk	

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures and actions
Children, staff & parents	Drop off & collection  Side entrance to Hub & main Activity Room	<ul style="list-style-type: none"> <li>Children and staff hands will not be washed thoroughly</li> <li>Children will touch face, hands, mouth</li> <li>Families and staff will not stick to social distancing</li> <li>Families and staff will not be truthful about household health</li> <li>Families not telling us children have had medication which may reduce high temperatures</li> <li>Staff will not challenge families about health</li> <li>Children will want toys/teddies/blankets from home, raising risk of contamination</li> <li>Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>Parents not following</li> </ul>	<ul style="list-style-type: none"> <li>Parents to drop and collect the children from side entrance only, where a member of staff will be arrive at opening and closing time, to take/hand over the children, one at a time.</li> <li>Parents and staff are to demonstrate social distancing at all times.</li> <li>On arrival at the Pre-School, it is reasonable for staff to ask if parents, children or any member of the household have any of the symptoms of COVID-19. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed, or isolation period of 10 or 14 days has ended.</li> <li>Only children and staff who are symptom free or have</li> </ul>	<ul style="list-style-type: none"> <li>Information letter to parents about revised delivery of service</li> <li>Parents to sign agreement of disclosure and abiding to social distancing requirements</li> <li>Guidance, training and orientation to be provided to staff prior to re-commencement of work</li> <li>Protocols and signage to be displayed on side door, within building and rooms</li> </ul>	<ul style="list-style-type: none"> <li>Children and staff hands will not be washed thoroughly</li> <li>Children will touch face, hands, mouth</li> <li>Families and staff will not stick to social distancing</li> <li>Families and staff will not be truthful about household health</li> <li>Families not telling us children have had medication which may reduce high temperatures</li> <li>Staff will not challenge families about health</li> <li>Children will want toys/teddies/blankets from home, raising risk of contamination</li> <li>Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>Parents not following</li> </ul>

		social distancing guidelines	<p>completed the required isolation period attend the setting.</p> <ul style="list-style-type: none"><li>• All individuals coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.</li><li>• Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48hours after symptoms have ended.</li><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>• Limit drop off and collection to 1 adult per family.</li><li>• Parents to wait outside for collection, one member of staff to take out children one at a time</li><li>• Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the Head of CYP will be informed and the family will have current guidelines, policy and social distancing measures</li></ul>		social distancing guidelines
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			<p>reinforced to them Further breaches may result in loss of child's place at Pre-School</p> <ul style="list-style-type: none"> <li>• Limited to no toys, teddys or blankets (or similar) to be brought in from home.</li> <li>• We will have enough staff to ensure children can adapt to the change in their routine</li> <li>• Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, before eating and coming in from outside.</li> <li>• Staff to discuss proper hygiene with children on a daily basis</li> <li>• Staff to regularly wash hands through-out the day, including when they arrive to work.</li> <li>• Staff should be aware that children may take time to settle after prolonged break and change in routine.</li> <li>• The Pre-School undertake a deep clean each afternoon</li> </ul>		
	Physical distancing/ grouping in setting	<ul style="list-style-type: none"> <li>• Children will not social distance from each other or staff</li> <li>• Staff will not social distance from each other</li> <li>• There will be issues with pinch points within the building and setting, where social distancing will be unachievable</li> </ul>	<ul style="list-style-type: none"> <li>• Each Pre-School session will have a lower number of children in attendance than usual to ensure appropriate social distancing</li> <li>• Visual reminders of social distancing requirements around building and setting</li> <li>• Staff provided training and guidance on the importance</li> </ul>	<ul style="list-style-type: none"> <li>• Information letter to parents about revised delivery of service</li> <li>• Visual reminders to be displayed</li> <li>• Guidance and training to be provided to staff prior to re-commencement of work</li> </ul>	<ul style="list-style-type: none"> <li>• Children will not social distance from each other or staff</li> <li>• Staff will not social distance from each other</li> <li>• There will be issues with pinch points within the building and setting, where social distancing will be unachievable</li> </ul>

			<p>of social distancing</p> <ul style="list-style-type: none"> <li>• Risk assessment of building will be carried out, with actions implemented to reduce pinch points (by implementing one-way systems)</li> <li>• Care routines for children (first aid and personal care should be within the designated space)</li> <li>• When staff provide personal care to a child, or assist with toileting - hand washing should be carried out (before and after). Staff also to ensure effective hand washing and clean surfaces after each use.</li> <li>• The use of communal internal spaces should be restricted as much as possible (e.g. kitchen and office)</li> </ul>	<ul style="list-style-type: none"> <li>• Building risk assessment to be carried out</li> <li>• Parents to be informed that coats and sunscreen must be brought in, as outside will be accessed in all weathers</li> </ul>	
	Play & learning	<ul style="list-style-type: none"> <li>• Children will not social distance from each other or staff</li> <li>• Soft furnishing, blankets and toys, blankets, soft toys and toys not easily cleaned, and pose a health hazard</li> </ul>	<ul style="list-style-type: none"> <li>• Implement social distancing where possible, through the use of small groups and outside play area through-out the day</li> <li>• Parents to leave the site promptly after dropping off and collecting children</li> <li>• Minimise the resources available to those that can be cleaned effectively.</li> <li>• Ensure children and staff wash hands regularly, throughout the day, as well as before eating, after</li> </ul>	<ul style="list-style-type: none"> <li>• Information letter to parents about revised delivery of service</li> <li>• Parents to be informed that coats and sunscreen must be brought in, as outside will be accessed in all weathers to encourage social distancing</li> <li>• Visual reminders to be displayed</li> <li>• Guidance and training to be provided to staff prior to re-</li> </ul>	<ul style="list-style-type: none"> <li>• Children will not social distance from each other or staff</li> <li>• Soft furnishing, blankets and toys, blankets, soft toys and toys not easily cleaned, and pose a health hazard</li> </ul>

			coughing or sneezing.	<p>commencement of work</p> <ul style="list-style-type: none"> <li>• Provide ample hand washing stations (including hand sanitiser), along with regular hand washing times</li> <li>• Remove soft furnishings, blankets, soft toys and toys not easily cleaned.</li> <li>• Resources cleaned daily</li> <li>• Guidance and training to be provided to staff prior to re-commencement of work</li> </ul>	
Children's wellbeing & education	<ul style="list-style-type: none"> <li>• Children and staff not aware of the health risks or how to minimise them</li> <li>• Children sometimes need comforting which requires close proximity</li> </ul>	<ul style="list-style-type: none"> <li>• Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>• Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19</li> <li>• Activities around PSED to be encouraged.</li> <li>• Staff need to ensure they are aware of children's attachments and their need</li> </ul>	<ul style="list-style-type: none"> <li>• Child friendly displays of hand washing and other systems and protocols</li> <li>• Staff should be aware of children's individual needs</li> <li>• Guidance and training to be provided to staff prior to re-commencement of work</li> <li>• Follow current guidance on changes to EYFS</li> </ul>	<ul style="list-style-type: none"> <li>• Children and staff not aware of the health risks or how to minimise them</li> <li>• Children sometimes need comforting which requires close proximity</li> </ul>	

			<p>for emotional support at this time.</p> <ul style="list-style-type: none"> <li>• Staff should be supported to understand risks and how to take action to prevent risks associated with COVID-19</li> </ul>		
	If a child or staff starts displaying symptoms.	<ul style="list-style-type: none"> <li>• Protocol not followed</li> <li>• Parents do not promptly collect their child when they display symptoms of COVID, thus increasing the health risks towards staff</li> </ul>	<ul style="list-style-type: none"> <li>• YMCA protocol if a child/staff member displays symptoms of COVID to be followed</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance and training to be provided to staff prior to re-commencement of work</li> <li>• Ensure PPE and cleaning equipment available for isolation of potential case.</li> <li>• Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> <li>• Parents must agree to prompt collection within the new contract, before child returns to the Pre-School setting</li> <li>• If a parent cannot agree to prompt pick up, then the child cannot return to the Pre-School setting</li> </ul>	<ul style="list-style-type: none"> <li>• Protocol not followed</li> <li>• Parents do not promptly collect their child when they display symptoms of COVID, thus increasing the health risks towards staff</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff coming into work displaying symptoms of COVID</li> </ul>	<ul style="list-style-type: none"> <li>• Staff should only attend the Pre-School if they are symptom free, have completed the required</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance and training to be provided to staff prior to re-commencement of</li> </ul>	<ul style="list-style-type: none"> <li>• Staff coming into work displaying symptoms of COVID</li> </ul>

			<p>isolation period or achieved a negative test result.</p> <ul style="list-style-type: none"> <li>• Staff to complete a back to work health questionnaire prior to returning.</li> <li>• All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines including wearing of face coverings.</li> </ul>	<p>work</p> <ul style="list-style-type: none"> <li>• Staff to be vigilant on health and stay away if unwell.</li> <li>• Current government guidance to be followed.</li> </ul>	
Workforce and parents	Physical distancing - staff	<ul style="list-style-type: none"> <li>• Physical distancing is difficult to achieve within the Pre-School setting, between children and other staff</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing between other staff must be maintained through-out the day.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing.</li> <li>• Visual reminders of social distancing requirements around building and setting</li> <li>• The use of communal internal spaces should be restricted as much as possible (e.g. staff room, kitchen and office)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance and training to be provided to staff prior to re-commencement of work</li> <li>• Visual reminders of social distancing requirements around building and setting</li> <li>• Staff provided training and guidance on the importance of social distancing</li> <li>• Risk assessment of building will be carried out, with actions implemented to reduce pinch points (by implementing one-way systems)</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing is difficult to achieve within the Pre-School setting, between children and other staff</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• Staff will not know the current guidance and requirements for mitigating the risks of</li> </ul>	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction, guidance and training on infection control</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance and training to be provided to staff prior to re-commencement of</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will not know the current guidance and requirements for mitigating the risks of</li> </ul>

		COVID-19	and the standard operation procedure and risk assessments within which they will be operate.	work	COVID-19
Parents, management & visitors	Communication	<ul style="list-style-type: none"> <li>Parents, children and staff being unaware of guidance, systems and internal protocols to mitigate risks of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.</li> <li>Pre-school Manager/Head of CYP to clearly and promptly keep all staff informed of changes in regards to systems &amp; policies.</li> </ul>	<ul style="list-style-type: none"> <li>Information letter to parents about revised delivery of service</li> <li>Parents to sign agreement of disclosure and abiding to social distancing requirements</li> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> <li>Protocols and signage to be displayed within building and rooms</li> </ul>	<ul style="list-style-type: none"> <li>Parents, children and staff being unaware of guidance, systems and internal protocols to mitigate risks of COVID-19</li> </ul>
	Visits	<ul style="list-style-type: none"> <li>Visits of individuals who are not working or attending the setting can increase risk associated with COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to Pre-School unless essential (e.g. essential building maintenance).</li> <li>Where essential visits are required these should be made outside of the usual Pre-School hours where possible.</li> <li>All Management involvement, should where possible, be conducted via virtual conferencing such as</li> </ul>	<ul style="list-style-type: none"> <li>Produce a virtual tour for website</li> <li>Unannounced visitors not to be admitted</li> <li>Virtual conference to engage with management</li> </ul>	<ul style="list-style-type: none"> <li>Visits of individuals who are not working or attending the setting can increase risk associated with COVID-19</li> </ul>



			<p>Zoom.</p> <ul style="list-style-type: none"> <li>• New family show rounds should be done outside of Pre-School hours</li> </ul>		
PPE	Workforce & children	<ul style="list-style-type: none"> <li>• PPE not being available</li> <li>• Protocols and systems not being followed to reduce risk</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up to date government guidance on use of PPE within childcare/education settings</li> <li>• Wearing a face covering or face mask in schools or other education/childcare settings is not recommended.</li> <li>• Schools and other education or childcare settings should therefore not require staff, children to wear face coverings.</li> <li>• Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</li> <li>• PPE is only needed in a very small number of cases including: Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> </ul>	<ul style="list-style-type: none"> <li>• Ample PPE should be available for all staff</li> <li>• A COVID-19 grab bag for an individual displaying symptoms to be made available</li> <li>• Information letter to parents about revised delivery of service</li> <li>• Guidance and training to be provided to staff prior to re-commencement of work</li> <li>• Protocols and signage to be displayed within building and rooms</li> </ul>	<ul style="list-style-type: none"> <li>• PPE not being available</li> <li>• Protocols and systems not being followed to reduce risk</li> </ul>

			<ul style="list-style-type: none"> <li>• If a child becomes unwell with symptoms of COVID-19 while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>• 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</li> <li>• Children who are unwell need comfort and reassurance.</li> </ul>		
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Cleaning not completed thoroughly, before, during and at the end of the session</li> <li>• Soft toys and furnishing not being removed</li> <li>• Adequate cleaning not being carried out when a child/staff displays symptoms of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• A member of staff should be designated as the key cleaner for communal hot spots</li> <li>• Staff to clean AND disinfect frequently touched surfaces throughout the day – including tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>• Wear one pair of disposable</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that sufficient PPE is available including hand sanitisers.</li> <li>• Guidance and training to be provided to staff prior to re-commencement of work</li> <li>• Protocols and signage to be displayed within building and rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning not completed thoroughly, before, during and at the end of the session</li> <li>• Soft toys and furnishing not being removed</li> <li>• Adequate cleaning not being carried out when a child/staff displays symptoms of COVID-19</li> </ul>

			<p>gloves for cleaning and dispose of immediately after cleaning.</p> <ul style="list-style-type: none"> <li>Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>Rugs and carpet tiles not to be used.</li> </ul>	<ul style="list-style-type: none"> <li>Regularly empty bins.</li> <li>Soft toys and furnishings to be removed from setting</li> <li>If there is a positive test result of an individual who has been in attendance, then current guidance must be followed for cleaning of the setting.</li> </ul>	
Cleaning	Cleaning of electronics	<ul style="list-style-type: none"> <li>Items may not be thoroughly cleaned, resulting in risks associated with COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> <li>No sharing of iPad.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> </ul>	<ul style="list-style-type: none"> <li>Items may not be thoroughly cleaned, resulting in risks associated with COVID-19</li> </ul>
	Toys & equipment	<ul style="list-style-type: none"> <li>Toys and resources available should be easily cleanable and regularly cleaned especially in between use.</li> </ul>	<ul style="list-style-type: none"> <li>No soft furnishings or soft toys to be available.</li> <li>No playdough to be used.</li> <li>No messy play (no mud, sand, no sensory such as gloop or shaving foam or water play.</li> <li>Other messy play must be limited to small groups with each child having their own individual container which is washed and refreshed between children.</li> <li>Scissors, pens and pencils, paint brushes – very limited</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> <li>Staff to be advised on what items can be used. All toys must be quickly and easily cleanable or placed on a rotating system.</li> <li>Stationary can be placed in bags, and rotated.</li> </ul>	<ul style="list-style-type: none"> <li>Toys and resources available should be easily cleanable and regularly cleaned especially in between use.</li> </ul>

			<p>items available must be wiped down between use.</p> <ul style="list-style-type: none"> <li>Books to be read by adult in each small group (paper is not easily cleanable)</li> </ul>	<ul style="list-style-type: none"> <li>Small selection of books available for children on a rotating basis.</li> </ul>	
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>Improper disposal of hazardous waste and PPE</li> </ul>	<ul style="list-style-type: none"> <li>Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:             <ol style="list-style-type: none"> <li>the individual tests negative; waste can then be put in with the normal waste</li> <li>the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> <li>Use of hazardous waste kit or PHS bins provided</li> </ul>	<ul style="list-style-type: none"> <li>Improper disposal of hazardous waste and PPE</li> </ul>