

First Steps risk assessment during the Covid-19 outbreak

First Phase of wider opening from 1 June 2020

(following the Government guidance for Early Years)

Social Distancing

Government guidance on social distancing to prevent spread of the coronavirus means that people must stay at a distance of **at least** 2 metres from anyone who is not a member of their household.

It is recognised by the government that it is very difficult to keep strictly to social distancing rules when working with very young children. The following measures will ensure that risk of infection is kept to a minimum within the setting.

The number of children attending must be capped to no more than 8 per room each day. Each room having mixed age groups.

Ratios remaining 1 adult:4 children for 2 yrs

1 adult:8 children 3 yrs plus

Two separate rooms are to be used for each session the big and small room. Each child will remain in their allocated room for each session attended. **There will be no free flow.** Where possible, each member of staff will have an allocated room that will remain the same each of their working days. Two members of staff in each room. (one of those will be mobile, accompanying the children to wash hands, go to the toilet, fetch items needed for that room). Staff must socially distance from each other as much as possible, there will be times when it is not safe or physically possible to do so. Staff duty rotas will be given.

The small room staff and children will access the bathrooms via the front outdoor area and **NOT** through the big room. Staff need to be alert between 9am & 10am as the gate will be open, so hand holding is essential when going to the reception area or bathroom.

For outdoor play each room will be allocated a different outdoor area to the other. Both spaces for the area can be opened at the same time ie small room and outdoor front, big room and outdoor rear. A staff member in each. Unqualified staff are able to supervise an area alone.

This will minimise close contact between staff and children. Contact maintained via walkie talkies.

Walkie talkies will be used by staff to communicate in all spaces. Frequent communication of whereabouts must be done to prevent children from each area mixing in the bathroom area. Routine schedules must be coordinated eg. The small room must be informed when the last child has arrived in the morning before opening the outdoor area at the front for play times. It is not safe to play out there until the gate is locked with the bike lock.

Snack and lunch is to be eaten in the allocated rooms (or outdoors if weather permits). Times will be staggered to avoid congestion in the bathroom area. Regular communication is essential via walkie talkies.

One member of staff will greet their allocated children's parents from the main doors nearest to their allocated room and take coats and bags. The coats and bags will remain in the allocated room.

Parents are to be allocated times to arrive and collect. The times are staggered to limit numbers of parents congregating in the car park. Social distancing markers in the car park will be clearly marked at 2 metres apart. This prevents the likelihood of close contact and prolonged times of parents congregating in the car park to generally chat. Cars will not be permitted to park in the car park, during session times (with the exception of an emergency).

Only the main gate will be opened in order to control the flow of parents exiting/entering the car park. The gate will be closed by 10am.

The safer methods of transports children to and from the setting, if not walking, is to cycle or use the car. Public transport is to be avoided where possible because of risk of the infection spreading as people are in close contact. A facial covering to protect others is strongly advised by the government and must be worn correctly.(see last para of this document)

At the beginning of every session, the manager will approach each family to take each child's temperature before they enter the building and take any necessary information such as accidents/injuries occurred outside of the setting or medication information if it needs administering during the session. This will involve passing on paperwork and close contact to use a thermometer.

Parents will not enter the building unless the manager deems it absolutely necessary eg.for confidential issues. Otherwise lengthy discussions can take place by telephone call.

Staff meetings will continue weekly and will take place in the big room where staff's seating arrangement will maintain the 2 metres distance

Committee meetings will take place via group 'chat' at home.

Staff have the reception area to work in, when having Learning Journey time, a space away from close contact with others.

Infection control

The working environment

Children must not have access to fancy dress, soft furnishings or soft toys. These will temporarily be in storage.

Sleeping children can be placed in their buggies or on the two bean bags as these can be easily washed and bleached. The mattress must not be used as it is not fully washable after use.

All previously easily accessible toys and equipment are to be removed and put into storage away from the children's reach.

A minimal amount of activities for each area must be provided and must be washable or disposable. Activities can be changed each day as the equipment/toys will have been thoroughly washed and bleached.

Large equipment will stay in the big room as there is to be no other users of the Old School Hall during this first phase of opening. This prevents any spread of infection to our equipment.

Unbleached equipment/toys **must not** be shared between different designated areas during the same day.

Play dough, sand and mud will not be used. Water play should consist of individual pots/bowls for each child to use and adult supervision to prevent sharing of the water.

Tooth brushing will not take place.

Drinks for the children brought from home are to be stored in the child's designated room out of reach. An adult gives the drink to the child on request and will promote regular drinking if the child does not ask or is unable to ask for the drink themselves. There is also a jug of water provided in each room with cups. These will also be given to the children in the same way. When the manager does her mid morning and mid afternoon cleaning, the used cups will be taken to the kitchen area. This prevents other children drinking or touching a drink that is not theirs. Used cups will be stored out of children's reach and then taken for washing.

The same cohort of children will stay in their same allocated indoor/outdoor area each session.

The staff and children will be in rooms with opened windows and be accessing the outdoors to minimise the risk of spreading the coronavirus.

Snack and Lunchtimes take place in those given areas.

One member of staff in each designated area will be responsible for escorting the children to the bathroom, main exit door at collection time or reception area if not well. A daily rota will show which staff are responsible for doing this.

Hygiene

Visual instructions on exactly the correct technique for washing hands is displayed at all sinks. Water and soap must be used each time and paper towels to dry hands.

Staff must wash their hands immediately on entering the building whether visiting, starting their shift, returning from an appointment or a lunch break. The correct 20 second technique must be used. They must wash hands using the same method before leaving the setting.

On arrival to the building all children will be washing their hands and a member of staff allocated to those children will assist them to ensure the correct technique is being used.

When returning from outdoor play, both children and staff must wash their hands thoroughly using the 20 second technique.

Before and after snack time and lunch times, both children and staff must wash their hands thoroughly using the 20 second technique.

Before going home, children's hands must be washed using the sanitizer provided in each room.

Staff are to promote hand washing and other infection control measures via age appropriate games, videos and songs with the children to give them a better understanding of the importance.

Any adult or child that sneezes or coughs must use a tissue or inside of their elbow to 'catch it,' bin the tissue, and then thoroughly wash their hands. Following the public health slogan "catch it, bin it, kill it" slogan. Bins and tissues are in all locations indoors and outdoors.

The alcohol sanitiser is provided in each area but is only to be used as a last resort as a 'quick fix.' Hand washing still needs to take place.

Cleaning of switches on lights and heaters must be bleach cleaned at the end of each session. Floors in the toilets, big room and small room must be bleach mopped at the end of each session. (Staff will be notified of days the big room and toilets don't need to be done as the Old School Hall cleaner will be doing them.)

During every session all regularly used surfaces, electronic devices, door handles, flush handles, taps, soap nozzles, sinks, towel dispensers are to be washed with warm water and detergent (washing up liquid) mid morning and mid afternoon. It is not safe to use bleach in the presence of the children. The manager will do this task and take any used drinking cups belonging to playgroup to be washed and replenish if clean ones needed.

At the end of each session when the children have gone home, all surfaces, door handles, bathrooms, equipment and toys, indoors and outdoors, that have been touched are to be thoroughly bleach cleaned.

Staff are to wash their uniforms at home at the temperatures recommended on the manufacturers' labels following a day at work and maintain their usual high standard of hygiene.

It is not necessary to wear **any** PPE during a normal working day unless cleaning, dealing with a dirty nappy, vomit, blood, or a child displaying symptoms of COVID-19 . Regular hand washing however is required.

Staff must wash their hands after caring for any ill child regardless of symptoms.

Dirty linen is safe to be cleaned weekly on a 90 degree wash by staff willing to do so, on a rota basis, unless it has been in contact with a child or member of staff displaying COVID-19 symptoms. In which case it would be securely double bagged and removed from the building for 72 hours clearly labelled and dated.

If a negative result laundry can be washed immediately

If a positive result the laundry must be washed after the 72 hour period.

Adults or children displaying COVID-19 symptoms

Adults (staff members) and children displaying COVID-19 symptoms of a high temperature, loss of or change to their ability to taste or smell or a dry continuous cough, must be sent home immediately and the adult affected or child's parents advised to follow the [*COVID-19; guidance for households with possible coronavirus infection guidance*](#).

They must self isolate for 7 days, members of their household must self isolate for 14 days. Any adult or child attending a childcare setting has access to testing and **must** be tested if symptoms are displayed.

Playgroup must be notified immediately of the result.

Where an adult or child tests negative, they may return to the setting and members of their household end their self isolation.

If the adult or child tests positive, the manager will immediately contact parents of children who attended their group on the day symptoms began, to inform them to leave their child at home or collect their child to isolate them for 14 days. All adults who were in that person's group/room on the day symptoms were displayed must stay at/go home to self isolate for

14 days. Unless they show symptoms, it is not necessary for members of their household to self isolate.

The manager will contact Public Health England to notify them of anyone testing positive.

As part of the national test and trace programme if an adult or child of that group also displays symptoms and tests positive, the manager contacts Public Health England and they will conduct a rapid investigation to advise the manager on further measures necessary. Infection prevention and control must be observed to avoid the whole setting requiring closure.

Actions when a child is waiting for parents to collect

The child must be isolated therefore will be taken by a member of staff to the reception area on the sofa away from others. They will wait on the sofa with their coat and bags.

The manager's office is nearby so there is another adult for support and keeps the correct adult:child ratio.

A window will be opened for ventilation.

Full PPE (personal protective equipment) **must** be worn by the member of staff caring for the child gloves, apron, mask, goggles and face shield. This will be fully accessible to the member of staff so that they can put it on quickly. Stored in Managers office cupboard in reception area.

The PPE gives protection and safeguards the adult caring, from any infection likely to be passed on directly or indirectly from droplets formed by spit, crying, sneezing, coughs and talking.

The member of staff sits at a 2 metre distance if able to. This may not be possible with a young child or a child with additional needs.

The bathroom is also accessible. The child must use either the disabled toilet or the boys toilet and it be closed off to prevent other users until it has been thoroughly cleaned.

If the child becomes seriously unwell or injured, call 999.

Once child/adult leaves

After the child leaves, the area they have touched, sat on or used must be cleaned with detergent. It will be bleached at the end of the session to prevent the passing on of any infection. Clean PPE must be worn for cleaning to prevent transferral of infection.

Disposable PPE, cloths and any other waste used to clean must be bagged and tied when full, then placed into a second rubbish bag and tied. This waste must be dated and marked "for 72 hour storage" away from the children. Outside at the side of the toilet wall where children do not go to.

If an adult displaying symptoms has left the building it is unlikely a member of staff has had to care for them however cleaning cloths used to clean areas they have used, following their departure must be double bagged and labelled in the same way as above.

IF AN ADULT OR CHILD CONFIRMS A NEGATIVE RESULT WASTE THEN GOES INTO THE COMMUNAL WASTE

IF A POSITIVE RESULT IS GIVEN ONLY PUT IN THE COMMUNAL WASTE AFTER THE 72 HOUR PERIOD TO REDUCE SPREAD OF INFECTION

Storing for 72 hours saves unnecessary waste movements and will minimise risk to waste operatives.

Face shields must be thoroughly washed with detergent and the sink area used, washed with detergent to eliminate spread of infection in the splashed droplets.

The person that cared for the child must thoroughly wash their hands for 20 seconds after having done the disposal and cleaning of the areas.

The person caring for the child is to continue to work. They do not need to go home unless they display symptoms themselves or the child they cared for tests positive. It is safe to wash uniforms at the end of the day, at home, according to the manufacturers instructions and be washed with other peoples' clothing.

How to use PPE

When PPE is used it is essential to use it correctly. Hands must be washed before and after putting it on in order to reduce self contamination.

Face masks must:

Cover both the nose and mouth

Not be allowed to dangle around the neck or be moved from the mouth while talking

Not be touched once put on except when carefully removing before disposal

Be changed when they become moist or damaged

Be worn once then discarded-hands must be cleaned after disposal

Removal of face coverings on arrival to setting

Face covering must be put on and removed by touching only the sides of the mask not the front.

Adults or children arriving at the setting wearing non disposable face coverings must remove them and place them in a plastic bag that the wearer has brought with them.

They must wash their hands for 20 seconds. If a child needs help to remove it, the adult that assisted them must also thoroughly wash their hands.

Disposable face coverings are to be disposed of in the normal domestic waste bin as they would only be allowed in the setting if they were non symptomatic.

Revised 27/5/20

Elaine Belcher

Health and Safety Officer