



**iNTU**EDUCATION

# Covid-19 Risk Assessment

Approved by:	The Directors'
Last reviewed:	September 2022
Next review due by:	September 2023

These guidelines are intended to assist INTUEDUCATION in implementing precautionary measures to reduce the spread of COVID-19 disease in our settling. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers. The fundamental principle of this procedure is to ensure physical distancing between identified groups and to implement good hygiene practices. The way we will design the day as small communities of children and subdivided of our rooms will greatly assist our ability to create physical distance between groups and cluster children into specific cohorts or ‘bubbles’.

Focus	Assessment Area	Assessment Actions
Children	Attendance	<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.</li> <li>● We will ask parents to queue with a 2 metre distance when dropping and receiving their child(ren).</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>● Children will be organised into small groups/‘bubbles’, these small groups or ‘bubbles’ will not mix during the setting.</li> <li>● All care routines including provision of toileting will be within the space allocated to each ‘bubble’ wherever possible.</li> <li>● The use of communal internal spaces will be restricted as much as possible.</li> </ul>
	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 sneezing into a tissue.</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> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>● Staff will only attend the childcare 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.</li> </ul>

		<ul style="list-style-type: none"> <li>Any staff members who travels to work via public transport or is dropped off by car by someone has been asked to bring a change of clothes (work top) if possible on entering the childcare. Staff are to immediately change to prevent cross contamination and reduce the risk of spreading infection.</li> </ul>
	<b>Physical distancing/group</b>	<ul style="list-style-type: none"> <li>Staff will remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.</li> <li>Social distancing will be maintained during breaks. This will be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks.</li> <li>Staff members will try to avoid physical contact with each other including handshakes, hugs etc. Where possible, meetings and training sessions will be conducted through virtual conferencing</li> </ul>
	<b>Training</b>	<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> <li>All staff members have completed staff training in "Prevent Covid-19"</li> </ul>
<b>Parents</b>	<b>Physical distancing</b>	<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 be asking parents to drop off and pick up at the childcares back entrance to avoid parents entering the childcare unnecessarily. Parents will queue outside maintain a 2 metre distance.</li> <li>If parents are kept waiting while dropping off or collecting their child, physical distancing will be maintained in a safe area.</li> </ul>
	<b>Communications</b>	<ul style="list-style-type: none"> <li>Regular updates via email will continue to be as clear and informative as usual.</li> </ul>

		<ul style="list-style-type: none"> <li>● Verbal handovers will be time restricted to ensure that social distance measures remain in place.</li> <li>● Parents/guardians will be asked to show their child(ren), '<b>Annex A: Resources to help children learn about coronavirus and how to keep themselves and others safe.</b>'</li> </ul>
<b>Visitors</b>	<b>Visits</b>	<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 childcare unless essential.</li> </ul>
<b>Travel</b>	<b>Travel associated with our operations</b>	<ul style="list-style-type: none"> <li>● Wherever possible staff and parents will travel to the childcare 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, but rather in the external area outside</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 to bring a change of tops to change into immediately if possible upon arrival of the childcare to prevent the spread of infection/cross contamination.</li> </ul>
<b>Hygiene and Health &amp; Safety</b>	<b>Hand Washing</b>	<ul style="list-style-type: none"> <li>● All children and staff <b>must</b> wash their hands upon arrival at the childcare using the provided hand washing stations at the entrance.</li> <li>● Children and staff members will be encouraged to wash their hands frequently <b>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.</b></li> </ul>

		<p><b>WE WILL WASH OUR HANDS:</b></p> <ul style="list-style-type: none"> <li>● Upon arrival and re-entering the building throughout setting period</li> <li>● Whenever one's 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>● When going from one room to another.</li> <li>● After physical contact with others.</li> </ul> <p>All members of staff will have access to hand sanitiser places in the classroom.</p>
	<b>Cleaning</b>	<p>The school will already have an action plan in place that covers the following;</p> <ul style="list-style-type: none"> <li>● We have an enhanced cleaning schedule that will be implemented that includes furniture and surfaces.</li> <li>● Toilets will be cleaned using standard cleaning products, and sprayed with disinfectant.</li> <li>● All high-contact surfaces, including touch points and hand washing facilities, tables, door handles, faucets and light switches will be disinfected by the school's cleaner at the end of the setting.</li> </ul>
	<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>● All activities will be risk assessed and due consideration given to any adaptations to usual practice.</li> <li>● This may include, but not be limited, to the suspension of some learning experiences involving group work.</li> <li>● All children will have snacks served in their own snacks if parents have provided them.</li> </ul>
<b>Premises</b>	<b>Building</b>	<ul style="list-style-type: none"> <li>● We will be keeping windows open where possible to ensure ventilation</li> </ul>
	<b>Resources</b>	<ul style="list-style-type: none"> <li>● Children will only be allowed to use their own stationary and will not be allowed to share their resources (pen, pencil, etc)</li> <li>● Equipment used by staff such as stationary, tablets etc. will be allocated to</li> </ul>

		individual staff members where possible and cleaned regularly.
<b>Supplies</b>	<b>Procurement &amp; monitoring</b>	<ul style="list-style-type: none"> <li>● We will attempt to ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies.</li> </ul>
<b>Responding to a suspected case</b>	<b>Procedure</b>	<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 open 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 responsible for the child during this time will be a staff member from their 'bubble'. The staff member will wear appropriate PPE including a face mask 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 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 childcare, 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>

# Important Notice

- Parents/guardians must practice social distancing at all times and queue to pick and receive your child(ren).
- Temperature checks will be conducted before any child is allowed into the premises. If the child has a temperature above 37.5C then they will not be permitted on site and if they have a sibling, then they will both not be permitted on site.
- Each child will need to use the hand sanitizers when they enter the building.
- Face masks must be worn by everyone in communal areas e.g. corridors or halls
- Please speak to your child about the importance of staying safe and ensure that they do not share stationery with other children in the provision.

## **Annex A: Resources to help children learn about coronavirus and how to keep themselves and others safe**

Below are links to resources which may be helpful in supporting the children that attend your setting to learn about coronavirus (COVID-19) and promoting safety measures, such as frequent handwashing.

[e-Bug](#) has produced a series of helpful coronavirus (COVID-19) posters:

- [Horrid hands](#)
- [Super sneezes](#)
- [Hand hygiene](#)
- [Respiratory hygiene](#)
- [Microbe mania](#)

Busy Bees has produced activities for children to promote safety measures, such as [Our hand washing song](#) (PDF, 958KB).

[Professional association for children and early years \(PACEY\): supporting children in your setting.](#)

[Dr Dog explains coronavirus.](#)

[Bright Horizons: Talking to Children about COVID-19 \(novel coronavirus\).](#)