



## **Risk Assessment for operating during Covid 19 Pandemic.** **Updated 17<sup>th</sup> March 2021 following advice from DFE.**

### **Background/Purpose of document:**

In order to minimise the risks of infection, protect the NHS, save lives and keep our children, staff and parents safe, we have completed a full risk assessment and produced a plan of how we think we can operate safely with these numbers, following scientific advice and ensuring we are not putting anyone at undue risk.

This document is for staff to review the proposed plans and give their input, suggestions or concerns so that we can finalise the plan and put everything in place to keep the risks low.

### **CURRENT SITUATION**

The government's rationale for re opening schools is:

- Progress has been made in reducing the transmission of Coronavirus
- Government wants children back in education as soon as the scientific advice allows as it is the best place for them to learn and it is important for their mental well being to have social interactions with their peers and teachers.
- Children returning to school will allow more families to return to work allowing the economy to get going again.

The government rationale for asking **Early Years and Schools** to welcome children back is:

“The approach is underpinned by our latest understanding of the science, which indicates that we need to take a phased approach to limit the risk of increasing the rate of transmission (often referred to as R) above 1. We have factored in:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract Coronavirus (COVID-19)
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with Coronavirus (COVID-19)
- numbers of children going back – which needs to be limited initially then increased gradually as the science permits
- systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings”

### **Lollipops Risk Assessment – updated March 2021**

In order to re-open safely there are important actions that the children, parents and staff can take to prevent the spread of the virus. Government are requiring Early Years Settings to implement a “System of controls” that create inherently safer systems, where the risk of infection is substantially reduced.

Below is a list of things we are being asked to consider with our proposed plan to reduce the risk of infection.

<b>Lollipops Preschool Covid 19 System of controls</b>	
<b>Prevention: Government steps</b>	<b>How we will achieve this?</b>
	<b>Ensure all staff are aware of the system of controls and abide by it to reduce risk in our setting and further drive down transmission of the virus.</b>
1) minimise contact with individuals who are unwell by ensuring that those who have Coronavirus	Ensure that children, staff and other adults do not come into settings if they have Coronavirus (COVID-

<p>(COVID-19) symptoms, or who have someone in their household who does, do not attend settings</p>	<p>19) symptoms or have tested positive in the last 10 days.</p> <p>Ensure anyone developing those symptoms during the day is sent home.</p> <p>Should a parent be reluctant to collect their child immediately, a member of the management team will be informed and will contact the parents directly to ensure they know it is not an option to delay picking up.</p> <p>If anyone in the setting has symptoms of Coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they must self-isolate for at least 10 days from when their symptoms started.</p> <p>If anyone in the setting is not experiencing symptoms, but have tested positive for Coronavirus (COVID-19), they must self-isolate for at least 10 days starting from the day the test was taken.</p> <p>If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they must restart the 10 day isolation</p>
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period from the day they develop symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should be taken to a separate bathroom if possible. The isolation room and bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

- An isolation room has been allocated. PPE equipment is kept in this room. A member of staff in PPE equipment will stay with the child.
- A shower room is available for staff to use. They will need to bring in their own towel and change of clothes/uniform.
- Both isolation areas and routes to and from

those areas will be thoroughly disinfected by someone in PPE equipment before being reused.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test); if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. ( See cleaning instructions and government guidance below)

	<p>PHE is clear that routinely taking the temperature of children is <b>not</b> recommended as this is an unreliable method for identifying Coronavirus (COVID-19).</p> <p><b>Local Out breaks</b></p> <p>We will follow government advice in the event of a local lockdown.</p> <p>Attendance</p> <p>If parents are worried about bringing children to school during this time we will look at ways we can support them.</p>
2) clean hands thoroughly more often than usual	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitizer. Hand Sanitizer has been placed in reception and in each class room. Hand washing is available in the kitchens and bathrooms.</p> <p>Ensure that children, staff and visitors clean their hands regularly with soap and running water of</p>

sanitizer, including:

- when they arrive at the setting
- when they return from breaks
- when they change rooms
- before and after eating
- before and after messy play

Regular and thorough hand cleaning is needed for the foreseeable future.

Ensure there is enough hand washing or hand sanitizer 'stations' available so that all children and staff can clean their hands regularly

Supervise use of hand sanitizer use, given risks around ingestion.

Small children and those with complex needs should continue to be helped to clean their hands properly.

Skin friendly skin cleaning wipes can be used as an alternative

Build these routines into setting culture, and ensure younger children and those with complex needs understand the need to follow them.

Children will be encouraged not to touch their mouth, eyes and nose.

	<p>We will encourage the children practise these habits through games, songs and repetition.</p>
<p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>The 'catch it, bin it, kill it' approach continues to be very important, so we must ensure we have enough tissues and bins available in the setting to support children and staff to implement this routine.</p> <p>As with hand cleaning, we must ensure younger children are helped to get this right, and all children understand that this is now part of how the setting operates.</p> <p>Tissue stations with separate bins (with liners) and Catch it, Bin it, Kill it posters to be displayed. Bins will be emptied into the larger class room bins throughout the day.</p> <p>PHE does not (based on current evidence) recommend the use of face coverings in schools. PHE advises that for safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development.</p>



## FACE Coverings

Staff and visitors that use masks.

- Clean hands before and after touching face coverings
- Store in individual, sealable plastic bags between use ( behind till point )
- If the face covering becomes damp, it should not be worn and should be replaced carefully
- We have a supply of spare masks behind the till point for emergencies or if a visitor has forgotten their mask.

## Group Singing/music and drama

We will encourage spontaneous singing, dance and role play as it builds confidence, helps children live happier lives and gives them new ways to express themselves.

There is new evidence of a risk of aerosol transmission with volume and numbers in a confined space.

	<p>We will:</p> <ul style="list-style-type: none"><li>• Remove wind instruments and micro phones from the setting.</li><li>• Encourage quiet singing</li><li>• Singing and dance activities will be outdoors where possible</li><li>• We will use the biggest rooms with highest ceilings for group singing</li><li>• We will keep background music to a low enough volume to NOT encourage raised voices</li><li>• Group singing sessions will take place with the air conditioning on and windows open.</li></ul>
<p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p>

We have removed all soft furnishings, cloth table covers and balls from the ball pit.

We have treated every surface with an Anti Microbial coating.

Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms that are used by different groups
- frequently touched surfaces being cleaned/sanitised more often than normal
- ensuring that there are clear procedures for maintaining cleaning processes for food preparation areas, dining areas and table coverings

Different groups don't need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet

PHE has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice. ( See below)

**Numbers 1 to 4 above must be in place in all settings, all the time.**

5) minimise contact between groups where possible

Early years settings are no longer required to arrange children and staff in small, consistent groups so can return to normal group sizes.

Returning to normal group sizes is based on the fact that the overall risk to children from Coronavirus (COVID-19) is low. It also recognises that early years settings are typically smaller than schools. Adopting the 'system of controls' set out here in a robust way will ensure there are proportionate safeguards for children as well as staff and reduce the chance of transmission.

Staff and children that attend other settings will not be permitted to attend Lollipops. (Government guidance says *"Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff"* However as the risks are outside of our control we have decided to not allow this.)

We have started using two different entrances for the different

	<p>age groups to minimise mixing at the school gates.</p> <p>Shoppers Crèche is suspended for non registered children until it is safe to operate.</p> <p>Parents will be asked not to mingle with each other at the doors.</p> <p>We ask that only one parent/adult drops off/picks up the child. Request any fees are paid over the phone by card or bank transfer rather than in the setting.</p> <p>Parents are asked to leave their children with a staff member at the door and not enter the premises.</p> <p>A queuing system outside reception and in the car park level 0 lobby has been put in place, with signage. The member of the team that is greeting will need to be wear a mask when outside and can direct parents to the lobby area if the queues go beyond the marked areas outside reception.</p> <p>We will resume our regular outings in small groups ensuring we follow the government guidelines for public places.</p> <p>School lunch: Lunch bags are stored in reception rather than brought into the classrooms. Bags are sprayed with anti viral treatment. Lunch is decanted onto a plate and brought through to the class/dining rooms.</p> <p>We will not be sending home /school book bags or lending library resources home. Children are permitted to take artwork etc home, but must not bring in items from home. Exceptions</p>
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may be made to help settle new children in and a separate risk assessment will be carried out for each case where this is needed.

Where ever possible visitors are not permitted during the school day.

There is a “show round” video available for prospective parents on our website [www.lollipopspreschool.com](http://www.lollipopspreschool.com)

**Appointments for new/prospective parents/carers** can be made out of hours.

Visitors must wear face covering,

Must wash/sanitize hands before and after the visit and when changing rooms.

A record must be kept of all visitors for track and trace.

Prior to a visit parents/carers must be made aware of our system of controls, how it impacts them and their responsibilities during the visit including how to maintain social distancing from staff, other visitors and children other than their own.

Any surfaces that may have been touched during the visit are sanitised following the visit.

If a **specialist teacher** needs to visit the setting, we will conduct a full and bespoke risk assessment to ensure the visit can be completed safely.

**Contractors** where possible all appointments will be out of hours and visitor rules apply. Should there be an emergency situation where contractors need to attend we will assess the

	<p>risks and take action (i.e. move the children to another classroom).</p> <p>Shared surfaces will be cleaned and disinfected more regularly.</p> <p><b>Settling in.</b>  We will encourage children to join our weekend settling in sessions (Saturdays 9am to 11am, 11.30am to 1.30pm or 2pm to 4pm) with sanitizing in between. Parents must stay with their children and siblings are welcome. ( see visitor rules to follow above)</p> <p>Parents that cannot access the weekend sessions or whose child needs more support settling in can come into the setting to support their child:</p> <ul style="list-style-type: none"> <li>• Visitor rules above apply</li> <li>• Should stay for a limited time ( no more than 1 hour)</li> </ul>
<p><b>Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.</b></p>	
<p>6) where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>The majority of staff in early year’s settings will not require PPE beyond what they would normally need for their work.</p> <p>From mid March 2021, staff are asked to wear a face</p>

covering where they cannot maintain 2 metres distance from other staff members or visitors outside of the classrooms. (I.e. in corridors, staff rooms etc).

We will ensure there are adequate supplies of blue roll, aprons and gloves

PPE is only needed in a very small number of cases, including:

where an individual child becomes ill with Coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained

Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

- An isolation room has been allocated. PPE equipment is kept in this room. A member of staff in PPE equipment will stay with the child.
- A shower room is available for staff to use. They will need to bring in their own towel and change of clothes/uniform.
- A separate toilet has been designated for isolating children should they need it.
- Both isolation areas and routes to and from those areas will be thoroughly disinfected by someone in PPE



equipment before being reused.

**Number 6 applies in all specific circumstances.**

**Response to infection: Government Steps**

**How will we achieve this?**

7) engage with the NHS Test and Trace process

*The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. More information will be released on new testing avenues as and when they become available and government will work with early year's settings, so they understand the easiest route to get a test.*

From 22nd March 2021 all staff will be tested for Corona Virus twice a week.

Settings must ensure they understand the NHS Test and Trace process and how to contact their local [PHE health protection team](#). Settings must ensure that staff members and parents/carers understand that they will need to be ready and willing to: [Book a test](#) if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for

Coronavirus (COVID-19) or if asked by NHS Test and Trace [self-isolate](#) if they have been in close contact with someone who tests positive for Coronavirus (COVID-19) symptoms.

Anyone who displays symptoms of Coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website [www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test), or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which include anyone involved in education or childcare, have [priority access to testing](#).

Settings should ask parents, carers and staff to inform them immediately of the results of the test:

If someone tests negative, and they feel well and no longer have symptoms similar to Coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating

if someone tests positive, they should follow [COVID-](#)

	<p><a href="#">19: guidance for households with possible Coronavirus infection</a> and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>
<p>8) manage confirmed cases of Coronavirus (COVID-19) amongst the setting community</p>	<p>Settings must take swift action when they become aware that someone who has attended has tested positive for Coronavirus (COVID-19).</p> <p>We MUST contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for Coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.</p> <p>The local health protection team will work with</p>

settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The local health protection team will work with settings in this situation to guide us through the actions we need to take.

Based on the advice from the local health protection team, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an

infected person

The local health protection team will provide definitive advice on who must be sent home. To support them in doing so, we MUST keep a record of:

- children and staff in specific groups/rooms (where applicable)
- close contact that takes places between children and staff in different groups/rooms

A template letter will be provided to settings, on the advice of the local health protection team, to send to parents, carers and staff if needed. Settings must not share the names or details of people with Coronavirus (COVID-19) unless essential to protect others.

Under the government guidance household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. However we are concerned that as cases are rising in local schools and that it is difficult to keep children from close contact with siblings at home, we will only accept siblings of children that are self isolating on the instruction of their school if they

have had a negative test. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow [COVID-19: guidance for households with possible Coronavirus infection](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the Coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [COVID-19: guidance for households with possible Coronavirus infection](#)
- **Settings should not request evidence** of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

Further guidance is available on [Testing and tracing for Coronavirus](#).

<p>9) contain any outbreak by following local health protection team advice</p>	<p>If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where Coronavirus (COVID-19) is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.</p> <p>DFE advice line 0800 046 8687 option 1</p> <p>In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. If settings are implementing the controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p>

10) notify Ofsted

Any confirmed cases of Coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.

Numbers 7 to 10 must be followed in every case where they are relevant.