

## Risk assessment for return to setting – Covid-19

Setting Name: Peter Pan Playschool  
 Date: 19<sup>th</sup> May 2020  
 Name of person completing: Louise Sutherland

Signature of completer:



This risk assessment should be used alongside the Covid-19 Audit tool. Below are some examples of areas that should be included, this is not a full list:

- Environment and resources
- Staffing
- Social distancing
- Arrival and departure
- Hygiene procedures



Registered Charity No: 1023363

Risk (Where/When)	Level of Risk RAG	People who are at Risk	Description of preventative measures/actions	Action required	Level of remaining risk RAG	Review date
Arrival and pick up time – foyer and entrance area		Children, parents, staff	<ul style="list-style-type: none"> <li>• Parents to wait in their cars or in the car park – no access to foyer.</li> <li>• Define areas 2 metres apart for waiting zones towards the church side from foyer doors.</li> <li>• Parents and children to enter via the front door when advised by staff, one at a time, and then exit via the green room and turn left up the ramp to help with social distancing. Encourage</li> </ul>	<ul style="list-style-type: none"> <li>• Inform parents of the arrival and collection procedures.</li> <li>• Measure and mark waiting zones.</li> <li>• Take photo's to share with parents on Monday 1<sup>st</sup> so they know what to expect when they arrive from Tuesday 2<sup>nd</sup> June.</li> <li>• Share guidance with parents and encourage children to come in with their friends to minimise adults in the setting.</li> <li>• Parents/carers who do come in for drop off have been</li> </ul>		<p>Sep 20 1.11.20 31.12.20</p> <p>10.1.21 ongoing Feb 2021 April 2021 June 2021</p>

			<p>older children to separate at main front door</p> <ul style="list-style-type: none"> <li>To use the same system for pick up. Pick up routine adjusted so children are taken out to parents rather than parents coming in to collect – this helps keep the routine the same each day and minimises adults in the setting.</li> <li><b>Only 3 parents maximum inside at a time for drop off, collection, take children to the door.</b></li> </ul>	<p>asked to wear a face covering. Staff member taking the register to wear a face covering. Staff to wear a face covering if using the toilets/communal areas of the church when other users are present.</p> <ul style="list-style-type: none"> <li>Returning after Christmas, we will continue to have the socially distanced drop off and collection, and ask parents to continue wearing a face covering. Staff to continue wearing face coverings for drop off and pick up, and when accessing shared areas of the building if other hall users are present.</li> <li><b>Staff on middle door to keep an eye on numbers.</b></li> </ul>			
<p>Too many children to allow as much social distancing as possible throughout the session.</p>		<p>Children and staff</p>	<ul style="list-style-type: none"> <li>Limit the number of children in the session – use information from parent survey to calculate numbers.</li> <li>Reduce session time to just mornings initially to minimise the risks.</li> <li>Group the children into friendship groups if possible as they are likely to want to spend time together and be less</li> </ul>	<ul style="list-style-type: none"> <li>Set up the room to allow as much space as possible while allowing the children the experiences they need.</li> <li>Measure and mark zones for staff information purposes to enable them to support social distancing as much as possible.</li> <li>Prioritise school leavers and children and families who may require support, and any families who need</li> </ul>			<p>Sep 20 – updated guidance, all children now encouraged to attend and no need to bubble. Re-introduce extended sessions.</p>

			<p>likely to mix with other groups.</p> <ul style="list-style-type: none"> <li>• Group children according to days they attend to minimise the number of children and staff they are mixing with where possible.</li> <li>• Create play zones throughout the environment including outdoors. Groups can rotate around these throughout the session and they can be cleaned in between groups eg. Split the room in 2 and do the same outside as this will allow 2 groups to play indoors and outside at a time.</li> </ul>	<p>childcare for work.</p> <ul style="list-style-type: none"> <li>• Adjust some sessions for children to spread the numbers per session equally across the week.</li> <li>• Set up cleaning pods for easy access for staff (up on the windowsills/garden cubbies so out of reach of children).</li> <li>• Staff to wear aprons and gloves (to change regularly as appropriate) to help minimise the risk to them.</li> </ul> <p>Dec 2020 – staff haven't been wearing gloves apart from to change nappies or for cleaning when using Milton and disinfectant to protect their hands. To continue with this approach.</p>		<p>1.11.20 – reviewed and continue same as Sep.</p> <p>31.12.20</p> <p>10.1.21 Feb 2021 April 2021 June 2021</p>
Maintaining hygiene of toys and equipment throughout the session		Children and staff	<ul style="list-style-type: none"> <li>• Parents and children to use hand sanitizer on entry to the building, children to wash hands</li> <li>• Children may not bring in toys from home.</li> <li>• Resources and equipment to be kept to a minimum and rotated between session.</li> <li>• Toys and equipment to be cleaned throughout each session and at the end of each session.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitizer available by front door.</li> <li>• Cleaning pods to be set up on the windowsills out of reach of children – both indoors and outdoors.</li> <li>• Assign staff to key areas for cleaning at the end of each session.</li> <li>• Communicate with parents rules regarding bringing items from home.</li> </ul> <p>December 2020 – to remind parents of the need to not bring toys from</p>		<p>Sep 20 – Cleaning system remains the same. Children can now bring their own bags as they'll bring coats etc now. No toys from home.</p>

			<ul style="list-style-type: none"> <li>Items that come in from home are limited and kept in sealed plastic bags – no backpacks etc.</li> </ul>	home and to minimise items they do bring.		<p>1.11.20 – reviewed and continue as Sep.</p> <p>31.12.20 – reviewed and continue</p> <p>10.1.21</p> <p>Feb 2021</p> <p>April 2021</p> <p>June 2021</p>
Staffing – ensuring enough staff in session		Children and staff	<ul style="list-style-type: none"> <li>All staff contacted to ascertain current personal situation regarding shielding of themselves or people in their household.</li> <li>Staff rota designed to ensure enough staff per session, with ratio's met and at least 1 paediatric first aid trained staff on site, and DSL and SENCO always available.</li> </ul>	<ul style="list-style-type: none"> <li>Use Zoom for virtual supervision meetings with staff to discuss their needs – document these.</li> <li>Plan out sessions across the week regarding staffing to ensure all statutory requirements are met, and enough staff so the ones working feel safe.</li> </ul> <p>December 2020 – with increased cases in our local area, staff have been contacted and reassured. To share the well-being survey again once we have started back to ensure all staff are feeling comfortable. With increased staffing due to providing 1:1 support to 2 children, this does give some flexibility to work on less staff if anyone needs to isolate.</p>		<p>Sep 20 – updated guidance shared and all staff happy to return to work.</p> <p>1.11.20 – staff contacted when new lockdown announced and updated guidance shared – all happy to continue.</p> <p>31.12.20 –</p>

						all staff returning to work. March 2021 – staff are now completing rapid flow tests at home twice weekly to help reduce risk of spread. April 2021 June 2021
Maintaining social distance and hygiene measures at snack bar.		Children and staff	<ul style="list-style-type: none"> <li>Children to bring in an item of fruit or snack each. No drink bottles to come in, staff to provide a cup of milk or water. Adults to wear gloves.</li> <li>Cups to go through dishwasher after use.</li> <li>Chairs to be spaced around the table and children seated in the small groups they are set in.</li> </ul>	<ul style="list-style-type: none"> <li>Parents informed of change to snack bar procedure and to bring in own snack only.</li> <li>Dishwasher to be turned on at start of session daily.</li> </ul> <p>December 2020 – while local cases are so high, to ensure limited numbers are allowed at snack bar or spread across more tables to encourage distancing.</p>		<p>Sep 20 – to continue own snacks but children able to sit together now.</p> <p>1.11.20 – staff hadn't always worn gloves last half term – to reintroduce.</p> <p>31.12.20 – reviewed and amendment</p>

							to Autumn term snack bar practice. February 2021 continue April 2021 – with higher numbers of children in session, to increase number at snack and open earlier to help get them all through. June 2021 ongoing
Minising risk during personal care eg nappy change and intimate care (eg soiled clothes)		Children and staff	<ul style="list-style-type: none"> <li>• Key person responsible for changing child where possible to ensure continuity.</li> <li>• Adult to wear apron, gloves plus a disposable face shield.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase face shields. Share updated risk assessment with staff</li> </ul> <p>December 2020 – some staff had worn face coverings when changing nappies if there was a concern the child may be unwell. To leave this at staff member’s discretion while the local case numbers are high.</p>			<p>Sep 20 – PPE not required for changing.</p> <p>1.11.20 – at staff member’s discretion.</p> <p>31.12.20 Reviewed</p> <p>January 2021 ongoing</p>

								February 2021 ongoing April 2021 agreed to wear a face covering only if the child seems at all unwell to minimise risk. April 2021 June 2021
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With second lockdown starting on 5<sup>th</sup> November, and following a scare with a child and staff member (both tested negative so no risk to PP) have reviewed and agreed no group time in the green room due to poor ventilation if the doors are closed for focussed activity – will do in the main hall as if the door is open other children will come in. Also agreed for story time, there is more room to give the children space if we use the green room, but the doors to the hall will remain open to improve ventilation for this session. All staff reminded of the need to social distance from each other during the session. All staff to wear a face covering for drop off time as with parents coming in, this will help minimise the risk to all. Staff to wear a face covering if going to speak to a parent after session – eg if asking them to sign the accident book etc.

Visitors are still welcome, but will be asked to wear a face covering at all times, and also to social distance from staff, and to minimise the time they are at the setting. (Updated 9th November 2020)

December 2020 – To continue with the same practice for visitors and settling parents. Continue to avoid using green room for small group time, and to ensure the main door is open for story time to help with ventilation. To re-introduce number mats to help spread the children out a little bit more during story time.

January 2021 – lockdown announced, so lower numbers of children. To continue using socially distanced drop off and collection. Minimise non-essential visitors.

February 2021 – after half term more children returning so numbers increasing. To continue with socially distanced drop off and collection and maximum of 3 parents inside at a time. Increase ventilation by having windows open – this has been added to the daily risk assessment.

**Easter holidays 2021- continue as above**

**May half term 2021 – continue as above.**