**Kea Preschool and wraparound care Covid-19 Risk Assessment and Action Plan.**

We have consulted the government guidance that is in place to prepare this risk assessment and action plan. Implementing social distancing with young children is not possible and therefore we are putting safety measures in place to ensure that we run a safe system, where we can reduce the risk of transmission of infection.

*The relevant government guidance for reference:*

* **Guidance for full opening – schools. Published 2 July 2020.** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
* **Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**

Updated 22nd September 2020/21st October 2020/5th November 2020/22nd December/17th December/14th December 2020/30th December 2020/ 22nd February 2021

* <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> (updated government guidance)
* Information regarding The National Lockdown announced for Thursday 5th November<https://www.gov.uk/guidance/new-national-restrictions-from-5-november#childcare-and-childrens-activities>
* Information regarding The National Lockdown announced for Thursday 7th January 2021
* <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
* <https://www.eyalliance.org.uk/nurseries-childminders-reopen-coronavirus-lockdown>

The most recent actions for Early Years February 2021 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963510/2020208_actions_for_early_years_and_childcare_providers.pdf>

Actions for out of school clubs 23.2.21 <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

* Safe Measures of working at Kea Preschool:
* Minimising contact with individuals who are unwell by ensuring that those children with any symptoms of Coronavirus, or who have someone in their household who have symptoms, do not attend our setting
* Having only essential visitors on site.
* Introducing bubbles of no more than 15 children and social distancing from staff in other bubbles during wraparound.
* Well ventilated rooms.
* Washing hands for 20 seconds with water and soap and drying them thoroughly or using alcohol hand rub or sanitiser. Sinks have been installed outside to ensure children wash their hands before entering the building.
* Enhanced cleaning and cleaning rotas to show times and areas that have been clean. Especially after and before wraparound care.
* Ensuring that PPE is supplied in line with government guidance. Staff will wear PPE during wraparound
* Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
* Informing parents about our Covid procedures through our parental agreement.
* Cleaning surfaces and toys frequently using appropriate products
* Having Hand Gel in all areas within the premises. Hand gel by the main gate and signage to inform parents.
* Isolate suspected cases to send home and request to be tested.
* Wraparound children will have separate resources that are washed and cleaned regularly and quarantined for 72 hours between use.

**Risk assessment- This is a working document and will be updated as we see necessary**

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| --- | --- | --- | --- | --- |
| **Hazards** | **Risk Rating**  **Below 9- Low Risk**  **9-14 Medium Risk**  **above 14 High** | **Action** | **Satisfactory? (Yes/No)** | **Notes/ Actions remaining.** |
| Premises not ready to ensure it is safe to open | Severity: 3 Likelihood: 2 **Risk Rating: 6** | -Staff to attend to sort the environment and ensure everything is put in place to make the environment safe  -Maintenance man to attend to clean the outside area  -Amber to deep clean inside before opening  -Management to ensure all compliance testing is up to date | Yes | Parents have been emailed 24.2.21 with information with regards to reopening on March 8th to all wraparound children.  Staff will ensure that all cleaning protocols are in place and that Amber does a deep clean on March 5th. |
| Environment not prepared prior to the children returning to be made suitable for use during Covid-19 pandemic | Severity: 3 Likelihood:2  **Risk Rating: 6** | **-**Soft toys, furnishings, pillows, blankets to be removed  -Wooden toys to be taken away - Pens and pencils separated in to separate bubbles for Preschool and Wraparound to reduce the risk of transmission of infection  -Staff provided with PPE, should they have a suspected case in their care - Sinks outside to ensure the children have essential facilities for hand washing -Staff who will be working with the children to prepare the environment to ensure they are happy with everything in place  -Drop off and Collection points to be signposted on the correct doors | Yes | The environment has been redecorated and changed this term. There is more space for children and access to toys. Children in wraparound will have different toys to preschool children.  Staff will ensure that the soap, hand santasier is kept full for all children and parents to use. |
| Lack of up to date information for staff | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Staff to be kept informed of new information at all times prior to opening. All current information will be placed in our covid-19 folder.  - Risk assessment to be shared with all staff and placed in the staff room.  - staff to be emailed updated and relevant guidance. | Yes | All staff are emailed the updated government guidance and a copy of the risk assessment will be signed by all staff. 25.2.21 |
| Lack of up to date information for parents and guardians | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Parents to be sent an in depth email about changes to Preschool and Wraparound and how it will work when we open -Parents to be informed of the new drop off/collection points for their child’s age groups  -Parents to sign an agreement form prior to their children attending  -Parents will be sent updated emails regarding isolating and any information recieved.  - email any information relevant to parents/carers | Yes | Email sent to parents with regards to reopening and also included information as to when and where drop children off. Information regarding bubbles and information on the running was also included. This also included the link to the updated guidance. 24.2.21  A new Covid form was sent to all parents which reflected the updated information. 24.2.21 |
| Failure to maintain ratios if staffing levels drop | Severity: 5  Likelihood: 2  **Risk Rating: 10** | -A member of staff that is able to cover (Jan if needed)  -Ratios to be checked daily as part of the health and safety checks  - Staff to inform the Manager/Deputy Manager before 6.30am if unable to attend the setting. | Yes | A plan of action is in place for if we had to cancel wraparound/lack of staffing/lack of children attending. 5/11/202  updated Jan 2021  24.2.21 Staff will be brought back from furlough on March 8th. A contingency plan is being put in place for if the manager and Senior Practitioner are both off. |
| Staff who are identified as pregnant or as clinically vulnerable coming in to contact with Coronavirus | Severity: 4 Likelihood: 1 **Risk Rating: 4** | -Staff who are classed as clinically vulnerable will be encouraged to social distance from the other staff as much as they can.   * Where possible will be encouraged to work from home if suggested by government policies. * There are no clinically extremely vulnerable staff identified * Risk assessment and plan drafted for clinically vulnerable member of staff to identify measures taken to minimise risk – shared with staff member for discussion is a member of staff becomes vulnerable * Staff informed of requirement to speak to Manager if they consider themselves as having other risk factors so that a risk assessment can be completed and agreed. | Yes | From November 5th, during wraparound staff who are vulnerable will remain as much as possible with the Preschool children in the annex to minimise contact with school children.  24.2.21 Staff who are clinically vulnerable can still attend work and we will ensure that the systems of control are explained. The manager will be holding supervision meetings and staff will receive a copy of the systems in place.  Staff must ensure that we maintain a 2 metre distance.  24.2.21 Staff must inform the manager if they become clinically vulnerable and a risk assessment will be undertaken between the manager and staff member to ensure safe measures are put into place. |
| Engage with the NHS Test and Trace process | Severity: 4 Likelihood: 1 **Risk Rating: 4** | * Flow chart includes all contacts to implement test and trace. * Letters for parents include contact for test and trace * *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* | Yes | Email Parents with information on how to contact track and trace. |
| Member of staff displaying coronavirus symptoms | Severity: 4  Likelihood: 3  **Risk Rating: 12** | **-**Staff to be made aware that they will need to immediately isolate if they are displaying symptoms get tested  -Government guidance to be followed through phoning 119 -If the test results are positive, that member of staff and the rest of the setting will need to self-isolate for 10days  -Areas used by that staff member to be thoroughly cleaned before using them again | Yes | Call Jan to cover and follow action plan.  Isolation period changed from 14 – 10 days from the the day after the start of their symptoms or,  the test date if they did not have any symptoms but have had a positive test 22/12/20  Refer to Flow chart  24.2.21 Staff must call the manager/ senior practitioner if they display symtons.  Staff must call 119 and book a test (you can get a home test but we would advise you visit a test site for a quicker result, only if you are able to.)[book a test at a site near you online](https://www.gov.uk/get-coronavirus-test)  You must self isolate immediately.  Staff may engage in the NHS Test and Trace process.  If a negative test result, they must remain in isolation for the remainder of the 10-day isolation period as staff/children may still develop Coronavirus symptoms. |
| Child displaying symptoms of coronavirus | Severity: 4 Likelihood: 2  **Risk Rating: 8** | -Temperature checks forms to be completed every 20 minutes.  Report suspected case to Manager/Deputy.  **-**Child to be isolated immediately in the annex, away from other children with support from an adult. -Supporting adult to wear full PPE -The Annex to be thoroughly cleaned after the child has been collected and not used for the rest of the day -Parents to be called straight away and asked to collect their child asap -Any room used by that child to be thoroughly cleaned  -If the child tests positive, the child and family to self-isolate for 10 days- Staff and other children to self isolate for 10 days | Yes | We will telephone our Health Protection Team 03003038162 and follow the flow chart if case is confirmed.  **Follow flow chart** |
| Family/ friends of staff and children who has someone in their support bubble displaying symptoms of Covid-19 | Severity: 4  Likelihood: 3  **Risk Rating: 12** | -The preschool will ask parents to inform them of anybody who is in their support bubble if they displaying symptoms/  -we will follow the government guidelines and ask that children and staff DO NOT attend the setting until the test result is known.  - if the test result is positive, we will ensure that all persons concerned within those bubbles are contacted. | Yes |  |
| A confirmed case of Coronavirus. | Severity:10  likelihood: 2  Risk Rating:20 | -The manager/ Senior practitioner will take immediate action  -They will follow the flow chart from Public Health England South West  -The setting will fill in and follow the correct procedures for a confirmed case [phnotifications@cornwall.gov.uk](mailto:phnotifications@cornwall.gov.uk).  - Call and inform Ofsted of a confirmed case and OHE SW 03003038162  -A letter will be sent to all parents informing them of a confirmed case.  -Ensure the child/adult isolates for 10 days  -clean and disinfect rooms/areas – ensuring appropriate PPE is used  - the Preschool will have a deep clean and may need to close. |  | You must notify Ofsted or the childminder agency with which you are registered of any confirmed cases in the setting (either child or staff member). You should also tell Ofsted if you have to close the setting as a result. This is a legal requirement. Report as soon as you are able to, and in any case within 14 days. Please read the guidance on reporting incidents to ensure all of the information required is included.  they should follow stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. 24.2.21 |
| Staff well-being | Severity: 4  Likelihood: 1  **Risk Rating: 4** | **-**Ensure staff have the support from management at all times in case they are unsure of anything -Encourage staff to raise any concerns that they may have  -Provide staff with adequate breaks/lunch breaks -Committee, management and senior staff to continue monitoring the wellbeing of the staff | Yes | Staff questionnaires and weekly catch up meetings with staff.  5.1.21 staff are placed on part time furlough but still access tapestry to engage with our families. TK to stay in touch with staff.  24.2.21 Manager will conduct staff supervision meetings which will also include staff well being. |
| Children and family wellbeing | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Regular emails to be sent out to check parents are happy with current procedures -Careful monitoring of the children in our setting  -daily checks with parents when dropping off. Asking if everyone is well. | Yes | Email sent to parents on 4th November with information with regards to National Lockdown 5/11/20  updated email sent 24/12/20  5.1.21 – During National Lockdown the preschool will liase through tapestry with parents and will set weekly challenges for children to do at home (if parents choose to) to enhance the link during these uncertain times.  February 2021 – Key persons have been conducting video calls with children who are not attending the setting currently due to lockdown. These have been recorded. |
| Ensuring bubbles are safe and that social distancing is adhered to with regards to bubbles during wraparound care. | Severity: 4  Likelihood: 3  **Risk Rating: 12** | -Children will be placed in bubbles of no more than 15 as government guidance suggests.  -Parents will be informed of our bubble structure Bubble 1 –Preschool and Foundation  Bubble 2 – years 1,2 and 3.  bubble 4 – years 4, 5 and 6.  -Parents will sign an agreement to agree with these bubbles.  -Staff will ensure that registers are kept updated and will be used if any positive cases are notified.  - Tape will be used to spilt the space.  -Bubbles will enter through different entrances, with signs displayed for parents. |  | Review bubbles regularly  Make more space if required.  EMAIL SENT TO PARENTS 13/10/20 OR 14/10/20  14/10/20  Change to bubbles –  Bubble 1 – Preschool children in the Annex  Bubble 2 – Year F, 1 and 2  Bubble 3 – Years 3,4,and 5  Bubble 4 -Year 6 in the Messy Area  Foundation and Preschool still enter through the Annex door to stop congestion at sinks outside.  Years 1,2 and 3 enter through the main door  Years 4,5 and 6 enter through Kitchen door.  ALL CHILDREN MUST WASH HANDS BEFORE ENTERING THE BUILDING.  From 5/11/20 –All school children to enter through main/kitchen door. Foundation children will no longer use the Annex entrance.  11.11.20  Year 6 placed in bubble 2, creating bubble 1 and bubble 2.  Years F, 1 &2  Years 3,4,5 and 6 (Year 6 parents spoken to)  4.1.21 – we have cancelled wraparound care for all school children to ensure that staff only mix with one bubble (Preschool children)  Parents informed via email and this will be reviewed weekly.  24.2.21 From March 8th, wraparound will start up again and we will continue with the same bubbles as previous. F, 1 AND 2 and Years 3-6. A new Covid agreement form has been sent to all parents and asked to return by Monday 8th March.  The register has been updated and checked. |
| Social distancing not observed in staff areas | Severity: 3  Likelihood: 2  **Risk Rating: 6** | **-**Staff to have separate lunch breaks to ensure social distancing is in place as much as possible -Staff members to use their own mugs and place in the dishwasher when they have finished with them -Staff aware that they need to socially distance themselves from each other at all times, where possible  - Only one adult in the staff room at one time and will wash hands and wipe down surfaces after use. | Yes | Staff will ensure that social distancing is adhered too and during wraparound will now wear PPE. 24.2.21  Still only one adult in the staff room and office at one time. Staff can have 2 adults in the Annex but must ensure that the room is well ventilated. |
| Social distancing not maintained at Preschool drop off/collection point | Severity: 3  Likelihood: 2  **Risk Rating: 6** | **-**Signposted drop off/collection point for parents  - parents to drop off at gates and not enter the room unless absolute necessary.  -2 metre distancing marked out on the ramp if they need to queue  signage displayed to remind parent/ visitors | Yes | Parents emailed regarding the use of face masks 5/11/20  Parents asked to wear face coverings.  5.1.21 Staff to wear face covering when welcoming and dismissing children at the door. Parents will continue to drop children off and not enter the building.  24.2.21 Parents emailed reinforcing social distancing.  25.2.21 Updated signage and added Covid 19 test and trace app QR code |
| Storage of furniture or equipment removed from both the main room and the annex | Severity: 2  Likelihood: 2  **Risk Rating: 4** | **-**Furniture and equipment that we cannot use to be stored in the Outdoor sheds, away from children and away from the room. This will also allow more space. | Yes |  |
| Lack of hand washing facilities | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**2 sinks installed outside. Soap dispensers and paper towel dispensers fitted and checked daily.  -Hand washing facilities restocked when necessary to ensure the children always have access to soap and paper towels  -Children to be supervised when washing their hands to ensure they are doing it for 20 seconds (using a song to help them, Twinkle Twinkle) Visual cards by sinks to help staff and children. | Yes |  |
| Over-use or misuse of hand sanitiser | Severity: 3 Likelihood: 1  **Risk Rating: 3** | **-**Only staff to use hand sanitiser when hand washing is not possible  - During After-school club, Adult to pump sanitiser onto children's palms when coming in and out from outside if hand washing is not possible. | Yes |  |
| Staff and pupils not washing hands frequently | Severity: 4 Likelihood: 2  **Risk Rating: 8** | **-**Children and staff to be instructed to wash their hands on their way into the setting, after using the toilet, before eating and where staff feel it is necessary  - staff reminded to wash hands every 20 minutes. | Yes | information from Public health regarding systems of control for staff 4/1/21  Staff will be briefed about the importance of hand washing during supervision meetings 24.2.21 |
| Cross-contamination from used tissues etc | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Bins with bin liners in each area  -Cleaner to dispose of the bin bags at the end of the day  Children and staff encourage to use the bin it slogan | Yes | 7/1/21 When wiping children’s noses wear gloves and flush tissues down the toilet. If placing in a bin, wipe bin after use. |
| Cross-contamination from sharing equipment | Severity: 4 Likelihood: 2  **Risk Rating: 8** | **-**Preschool and Afterschool club to have their own resources so that they do not need to share  -Each area to be deep cleaned at the end of the week  After wraparound care, staff will clean each area and spray carpets.   * Toys are arranged in a rotation to ensure the 72 hour isolation for wraparound.  -Children to bring in their own named water bottles and lunch boxes that can be wiped down * Wipe down any outside area surfaces during bubbles in after-school club. * Craft boxes will be made for each bubble and only used during afterschool club. * Clean the outdoor area between use of different bubbles. | Yes | 12/12/20 A grant has been given to enable us to create bubble boxes for toys, crafts etc for each bubble.  5.1.21 Staff will wear gloves, masks, aprons when collecting food from school, take own pen  24.2.21 Staff will continue to wear full PPE when collecting food or visiting the school.  Bubble boxes have been developed to ensure that no equipment is shared. Staff will regularly clean toys and will clean each evening. |
| Cross-contamination from contact with frequently touched surfaces | Severity: 4  Likelihood: 2  Risk Rating: 8 | -Surfaces to be cleaned before the children arrive, during the day and when they leave at the end of the day  -Door handles to be cleaned regularly throughout the day  -Toilets to be wiped down regularly throughout the day  - the office desk, mouse, keyboard must be wiped before and after use and the window to be open for ventilation. | Yes | Cleaning rotas in place. Sanitising equipment is available around the room.  24.2.21 Staff will ensure that they wipe surfaces once used for example – wipe taps, toilet seat once used and door handles.  Clean children toilets regularly and complete cleaning record sheets. |
| Cross-contamination from food served | Severity: 4  Likelihood: 1  Risk Rating: 4 | -Snack to be served to the children rather than cafe style  -Individual cups to be given out when the children have milk at snack time. Cups to be put in the dishwasher straight away when they have finished  -Staff to make sure they are washing their hands thoroughly before preparing snack and all surface areas are wiped down and clean  Fill in relevant cleaning rota | Yes | 24.2.21 Staff will continue to serve food during wraparound and preschool. |
| Lack of appropriate cleaning materials and PPE for staff | Severity: 4  Likelihood: 3  **Risk Rating: 12** | **-**Staff who will be cleaning are provided with appropriate PPE  -Cleaning sprays and detergents to be ordered weekly to ensure there is always some to use | Yes |  |
| Visitors on the Preschool site | Severity: 4  Likelihood: 1  **Risk Rating: 4** | **-**Only essential visitors will be permitted to carry out any emergency work. Visitors will be asked to wash their hands before entering the building  -Parents not permitted inside the building except in exceptional circumstances  -Parents attending settling sessions with their children to use hand sanitizer on arrival and wear a mask at all times.  -Only one parent per child at drop off time | Yes | Email sent 13/10/20 or 14/10/20  14.10.20  Parents must wear a face covering when dropping and collecting their child.  We will be having no visitors in the setting during the 3rd National Lockdown. 5.1.21  Parents may still settle children as long as they are only attending one setting.  We will not be having children who attend dual settings  24.2.21 as above. We will still be have no visitors, minimising contact with others. |
| Provision of first aid support to children | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Staff to hold a full Level 3 Paediatric First Aid qualification  -First aid kits provided in both areas of the building -Gloves and aprons to be worn when giving first aid care | Yes | 24.2.21 Staff to continue to wear full PPE when administering first aid. |
| Providing care for children who may need support with toileting or a toileting accident | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Encourage the child to find their own bag and change independently if they can  -If the child needs help, ensure staff are wearing appropriate PPE such as aprons and gloves- this stands for changing nappies too  -PPE to be disposed of in clinical waste bin | Yes | Staff will continue to wear PPE when changing nappies and changing children. 5.1.21 24.2.21 |
| Evacuation procedures during reduced occupancy of the preschool/wraparound club. | Severity: 4  Likelihood: 2  **Risk Rating: 8** | -To gather at the shed when the fire alarm sounds -Fire risk assessment is up to date and alarms are checked regularly -All children to be registered by an adult | Yes | Staff will ensure that bubbles social distance and will carry out regular fire drills. |
| Infection brought in from home after being on holiday in another country | Severity: 4  Likelihood: 3 **Risk Rating: 12** | -Children and families to self isolate following the quarantine guidance from the government  - Child not to attend the setting until they have completed the quarantine period | Yes |  |
| Infection brought in from home | Severity: 4  Likelihood: 3  **Risk Rating: 12** | -Parents to sign a parental agreement form  -Children not to attend if anyone in their family home is displaying any symptoms of Coronavirus  -Staff to ask parents if the child and everyone at home is well when they arrive to the setting. | Yes |  |
| Children getting sunburnt | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Extra shaded areas to be put in place  -Parents to apply sun cream to their children before bringing them to the setting  -Parents to sign an agreement form to make sure that they are aware that staff will be unable to reapply this throughout the day | Yes |  |
| Transmission of the virus through water play | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Children to have a small tray of water   * water tray outside filled with soapy water * Only used during preschool time.  -Water to be thrown away at regular intervals throughout the day and refilled * Equipment cleaned after use | Yes |  |
| Transmission of the virus through malleable/ sensory activities | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Children to have a small sensory tray  -playdough will be made fresh on a Monday and Wednesday and split for Tuesday and Thursday. Playdough used on the day will be thrown away at the end of the day. Children will wask hands before and after use -Sensory activity to be thrown away at the end of each day and refilled in the morning  -Sensory activity to be thrown away immediately if it is sneezed/dribbled on  -Sensory tray to be washed at the end of every day. One side of tray open on a Monday/Thursday and other side Tuesday/Friday | Yes | 24.2.21 reinforce hand washing and staff to be vigilant that sand/malleable materials are changed appropriately. |
| Transmission of the virus through toys | Severity: 4  Likelihood: 2  **Risk Rating: 8** | -Any toys that have been dribbled on/put in the child’s mouth to be placed in the used toys tray immediately to be washed when the staff members have time  -books to be rotated into boxes to ensure 72hour isolation. | Yes |  |
| Staff to staff transmission of the virus through shared kitchen area | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**Staff to wipe down surfaces and appliances before and after they have used them  -Staff to have separate breaks and access the kitchen at different times during the day  -Staff to put their own mugs and plates in the dishwasher | Yes |  |
| Sand Play | Severity:4  Likelihood: 0  **Risk Rating: 4** | Staff have discussed and agreed that sand play will not be provided. |  | 3/2/21 From 22nd February 2021  The sand tray will be open on a Monday and Thursday (one side) Tuesday and Friday (another side). One half will remain covered when not in use.  Sand toys will be cleaned daily, sprayed and washed with soapy water. Children MUST wash hands |
| Children attending dual settings | Severity: 3 Likelihood: 5  Risk rating: 15 | -staffs seek information from parents prior to attending preschool.  - parents must inform the preschool of the contact details of the other setting/childminder that their child attends  Parents must be informed of the risks of attending a dual setting and inform us if the other setting has a positive case.  -Identify pupils in dual settings and make contact with setting to ensure robust communica0tion and sharing of information |  | During National Lockdown 5/11/20 children will not be able to attending both dual settings. Parents informed.  5/1/21 The DfE 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.”  24.2.21 We will have children who attend dual settings and these children can start from march 8th. Parents will be given an updated Covid parental agreement and will also be sent an email with the systems of control measures that are in place. We will ask for contact details of the child’s dual setting. |
| Settling new children | Severity:3  Likelihood: 4  **Risk Rating: 12** | Manger/Deputy manager to liase with parents to organise dates and times that are suitable and safe for all.  Settling sessions to be held in 2 sessions.  Session 1 - the parents, key person and child in the annex where they can socially distance. Parent to wear mask. The annex will be cleaned before and after use and the key person washes hands thoroughly. Sessions will last for 45 mins.  Session 2 – children will come in (if happy) and be left for 1 hour. Children and parents will use hand santatiser at the gate. Parent drops off at the gate, adhering to social distancing. |  | No settling sessions will take place 5.11.20  No settling sessions will take place 5.1.21 if children attend dual settings.  Staff will ensure that they wear PPE and maintain a 2m distance from parents. Settling sessions will be outside weather permitting. |
| Staff accessing tests | Severity:1  Likelihood: 9  **Risk Rating: 9** | From 1st March staff can access Lateral Flow tests <https://getatest.vdt.app/cc> |  | From 1st March 2021 staff are able to get tested twice a week. |

**Kea Preschool**

**Covid 19 Risk Assessment to support return of all children in September 2020**

**Date completed: 7.09.20 by gemmas dawes**

**Updated 22.9.20 by Tracey kemp**

**Updated 4.11.20 by Tracey Kemp**

**Updated 14.12.20 by Tracey Kemp**

**Updated 22th December by Tracey Kemp**

**Updated 30th December by Tracey Kemp**

**Updated 5th January by Tracey Kemp**

**Updated 3rd February by Tracey kemp**

**Updated 24.2.21 by Tracey Kemp**