

Dolphins Childcare Centre  
**CORONAVIRUS RISK ASSESSMENT**  
**UPDATED FOR 1<sup>st</sup> JANUARY 2021**

**In light of current Tier 4 restrictions regarding coronavirus covid-19 we have highlighted the changes within our setting – marked in red/blue in the sections below. Please be aware that operating procedures and children accessing childcare could change with immediate effect as we follow advice from HPE and Somerset Early Years**

**Self-Isolating**

**Changes came into force on Monday 14<sup>th</sup> December that anyone self-isolating will need to do so for 10 days (and not the original 14)**

*original - 1<sup>st</sup> June 2020 Extended Opening*

As we have been open and operating for the children of critical Key Workers, many of the routines listed below have already been in operation. From 1<sup>st</sup> June 2020 we are now able to open up spaces to all children. However, due to the safety of the staff, children and their families we have limited the number of places available on a daily basis by half until further notice (and until it is felt safe to do so) The Information within the Coronavirus Risk Assessment links to the information in the Government document Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings - Actions for educational and childcare settings to prepare for the wider opening from 1<sup>st</sup> June 2020 and the Statutory Framework for the Early Years Foundation Stage.

This Risk Assessment directly addressed risks associated with coronavirus (Covid-19) so that sensible measures could be put into place to control the risks for children and staff and was carried out during the week 25<sup>th</sup> - 29<sup>th</sup> May 2020 by Sharon Lawrence & Diane Donald. This has been assessed and amended several times since.

**Reduced Numbers**

To ensure we can implement social distancing as much as possible we have reduced the number of children we care for each day by half until further notice (as above *Since 1<sup>st</sup> September we have been open for all children. This will continue until further notice*

**Social and Physical Distancing**

Social distancing in a Nursery/Childcare environment is extremely difficult. We have assessed the setting, rooms, gardens, number of children, ages of children and those with any special needs.

The way we operate will change. Children will be put into small groups. As far as possible they will be with the same children, on the same days with the same staff (alleviating mixing with any other persons). Groups will be dispersed throughout the setting – inside and out and using all rooms (distancing as much as possible)

*This will continue*

**Dropping Off and Collecting Procedures** (and social distancing)

Floor/pathway markers clearly show the **2 METRE** space required for physical distancing - which must be maintained at all times (we are aware the width of the pathway is quite narrow and ask for your co-operation and understanding for persons coming the other way – shield yourself as much as possible)

*We are reverting to strict social distancing guidance*

**Only 1 Parent/Person** to bring in/collect their child (parent/person must be 'symptom free').

*This will continue*

**Only 1 Parent/child in the Reception Area** at all times.

Please be patient and wait your turn. (at present we have not introduced 'staggered times for bringing children in/collecting them as we understand Parents time constraints with getting to work, however, please understand we may have to introduce this in the future if need be)

*This will continue – ALL ADULTS TO WEAR FACE COVERINGS ONLY WHEN THE DOOR IS OPEN  
(to let your child in/out)*

**Only children** will be allowed into the main building (once checks have been done as below)

It is our decision to take every child's and staff members temperature prior to entering the main building. If he/she shows a temperature above **37.5** they will be not be allowed into the setting, and will be advised to isolate at home in line with NHS guidance (managers agreement must be sought before returning). Temperature's will also be taken as children leave the setting.

*We have lowered the temperature from previous 37.8 to 37.5 in light of the local  
rise in infections and being placed in Tier 4*

- We will not be able to pass over any information regarding their child during this time. If we need to speak to you, we will call you (or email if not important/urgent). Alternatively, if you wish to speak to us then we ask that you telephone (reducing face to face contact and time, as others may be waiting to come in)

*This will continue. We have installed further hand washing/sanitising stations – including in reception*

<p>We ask that parents apply/ensure their child's hands have been sanitized This will also need to be done when leaving (which staff will ensure is undertaken) Frequent hand-washing will happen throughout the day as currently in place. <i>This will continue. We have installed further hand washing/sanitising stations- including in reception</i></p>
<p>To limit contact, we have in place specific staff members whose responsibility is to bring children into the setting, and to pass them over to parents at the end (it will not be your child's key worker). They are also responsible for carrying out entry and exit procedures (taking temperature &amp; sanitising hands/lunch boxes etc)</p> <p><i>This will continue</i></p>

<p><b>Attendance</b></p>
<p>Children's attendance will be prioritised in line with government guidance eg: key workers and shielded &amp; clinically vulnerable children. <i>We are open to all at present but please be aware this could change</i></p>
<p>Only children and staff who are symptom free (or have completed the required isolation period, or achieved a negative test result) should attending the setting. <i>This remains in place</i></p>
<p>Dual placed children (attending more than 1 setting) – we request that parents only send their child to 1 setting (to eliminate the possible spread of infection) – but will discuss on an individual basis.</p> <p><i>We ask that this request remains in place where possible</i></p>

<p><b>Communication</b></p>
<p>We will continue to keep parents informed of any updates or changes through Tapestry journals &amp; our website . We have strictly reduced/limited face to face communications and ask that parents contact us via email or by phone.</p> <p><i>This will continue</i></p>

<p><b>Premises</b></p>
<p>The metal gate along the path entrance will be kept open – alleviating the need to touch/push open (as to with the reception door). Weekly Fire &amp; Evacuation Drills will continue (with children staying within their groups but keeping to social distancing guidance). Monthly Emergency Lighting testing will continue to be done (while children remain in their groups within the garden areas).</p> <p><i>This will continue</i></p>

<p><b>Washing Hands</b></p>
<p>Extended/regular hand washing has been part of our daily routines since the COVID outbreak – after using the toilet, nappy changing, before meal times, before cooking activities, after messy play, after outside play. Staff explain the importance of hand washing and hygiene practices, as well as singing along with our hand washing songs.</p> <p><i>This will continue</i></p>
<p>The setting has foaming soap units in all rooms, hand towels and dedicated bins for disposing of. Sinks, taps and soap units are cleaned regularly throughout the session/day. <i>This will continue</i></p>
<p>Hand Sanitiser is in every room and the Reception has a Sanitising Unit (children and parents must use before entering and leaving the building)</p> <p><i>This will continue</i></p>

<p><b>Coughs &amp; Sneezes</b></p>
<p>Staff will continue to teach/role model coughing or sneezing into tissues or elbows – immediately disposing tissues in bins. There are tissues and lidded bins in every room (and gardens) as well as the Reception area.</p>
<p>Bins will have bin bags in, for easy removal and are cleaned and sanitised at the end of every day</p> <p><i>This will continue</i></p>

<p><b>Ventilation</b></p>
<p>Windows will be open at all times during opening hours to ensure regular airflow throughout the building Windows have safety catches on, so can not be fully open. The building is within it's own secure grounds with regards to security</p> <p><i>This will continue</i></p>

## Cleaning

An enhanced cleaning schedule has been in place since re-opening on 20<sup>th</sup> April. Communal area touch points such as Reception doors, handles, switches, buzzer and hand sanitiser unit – all internal handles, switches, surfaces, toilets, toilet roll holders, sinks, taps, hand soap and hand towel dispensers are cleaned and sanitised several times throughout the day. Surfaces, tables, chairs and large equipment/toys will be cleaned and sanitised on a regular daily basis. Extra cleaning duties are introduced to ensure toys, resources and equipment used is wiped down regularly *This will continue*

### **FOGGING – SANITIZING**

*At the end of every day we have been undertaking the distribution of a sanitising fog – which is dispersed throughout the whole setting*

## Responding to Suspected Cases

In the event of a child developing suspected coronavirus symptoms - raised temperature (over 37.5), new persistent cough, loss of or change of smell/taste whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS/Government guidance. Whilst waiting for the child to be collected they will be isolated from others in our nominated isolation/quarantine room (staff room & window open) with the adult within their group. Adults will be required to wear personal protective equipment (apron, gloves, face mask and eye protection glasses). Children will be encouraged to wear a face mask (for their protection and that of the staff member) – of course this is not compulsory and children will NEVER be made to wear one. Once the child has been collected the 'isolation' room will be thoroughly cleaned and sanitised.

*This will continue*

All children, staff and Parents will be supported throughout all isolation procedures

### **Reminder: Rules for Self-Isolating**

*Anyone with symptoms should stay at home for 7 days, if they live with other people they should ALL stay at home for 10 days to avoid spreading the infection outside the home. If no symptoms after 10 days they can return to their normal routines. From 14<sup>th</sup> December you are now required you to isolate for 10 days*

## Snack & Meal Times

Children will have all snacks and meals within their own groups and at staggered times (if possible – inside and outside. Children will be spaced around tables (not 2m) but enough to discourage possible sharing.

*This will continue*

Lunch Boxes will be cleaned/sanitised on entry (and as leaving) and will be stored apart on the trolley.

*We will no longer need to continue this*

We will continue to offer Hot Lunch and Afternoon Tea. Although our set winter menu is in place we may need to offer different/alternative foods at times (due to foods being unavailable).

*This will continue*

Self-service of Lunch/Tea Time meals have been suspended. Meals will be plated in the kitchen. *This will continue*

### **New Addition**

*ALL STAFF MOVING OUT OF THEIR 'NORMAL' ROOMS WILL NEED TO WEAR FACE COVERINGS/MASKS*

## Drinks

Water is available at all times. Older children use single disposable cups. Younger children have beakers, which are used on a single occasion (removed and cleaned in line with infection control guidance). Some children do bring in their own drinks bottles (which are clearly marked). Each child has their own cup/beaker at meal times, which are removed immediately after use and cleaned in line with infection control guidance.

*This is normal practice*

## Sleep Areas

Cots, buggy's and sleep mats will be placed 2 metres apart (if possible) for safe distancing. Strict procedures are in place and will continue eg. Bedding is only used once and cots, buggy's, sleep mats are cleaned down and sanitised after every use.

*This will continue*

### Intimate Care

Normal practices continue with staff wearing personal protective equipment – disposable gloves and aprons. Before changing/nappies etc – protective paper roll is placed on top of the changing mat – this is disposed of after every use. Changing mats are cleaned after every use. *Normal practice*

### Waste Disposal

All waste is disposed of in a hygienic and safe manner (links to coughs and sneezes). All waste is removed from all areas at the end of the day into the the large collection trolleys outside in the storage area (which is inaccessible to children and parents). These are collected/emptied by our nominated disposal company on a weekly basis. *Normal practice*

### Laundry

Items which need laundering eg: bedding, towels etc. will be washed daily in line with infection control guidance. Children's clothing, or any items which are soiled and need laundering will be bagged and sent home with the parent. *Normal Practice*

### Resources & Toys (inside & outside)

We have reduced/removed soft toys and furnishings as well as reduced the amount of toys/resources that have very small parts (due to the possible difficulty in regular cleaning). Resources will only be shared in small groups (and cleaned after). Malleable activities will be offered, but used by individuals only – then disposed of. A comprehensive cleaning schedule is in place to ensure regular/daily cleaning practices remain for medium to large equipment and resources. Children will not be allowed to bring toys/items in from home. *. Our normal cleaning rota's will take place. We continue to ask that children do not bring toys/items in from home*

Outside resources/equipment has been reduced to ensure regular cleaning can take place before other groups can use. *This will continue*

### Resources (ICT)

Laptops, tablets, ipads and all ICT resources will be cleaned after every individual use. Staff will be allocated a work tablet, for their use only (and must be cleaned and sanitised after every use) *This will continue*

### Group Activities

Such as Circle Time, Story Time, group register etc will not take place unless in their own small allocated group, and spaced out (not 2m) – to aid distancing.

*Children will continue in their own group/bubbles but may come together for eg. Register, circle time*

### Breakfast & After School Club Children

There are nominated staff members who will care for the 'out of school' children. Arrangements are in place to pass children over to their teachers in the morning in the playground – and collect when school's finished (to bring to dolphins). School children will follow the same guidelines within the setting. Bags and coats will be placed into a storage box (taking drinks bottles out if needed). They will be required to clean/sanitise their hands before entering the setting.

*School children follow the same routines*

### Medication

Medication brought in for us to administer must be in it's correct container. We will then put it into an individual container (plastic bag or plastic tub with their name on) to stop any cross contamination. *This will continue*

After administering any medication, everything will be cleaned and sanitised ready to be passed back to the parent. Our settings medication policy will remain in place. *This will continue*

### Visitors

Visitors will not be allowed in the setting when children are present. If a possible new parent wants to look around the setting, this would be done when there are no children present (alternatively, we can deliver a virtual show around). All visitors will be asked to inform the setting of any suspected cases by them or people they live with. *Visitors of any sort will not be allowed into the setting*

Emergency repairs/maintenance will be completed outside operational hours (where possible) or when no children are present and must be fully adherent to social distancing expectations/requirements.

*This will continue*

### EYFS

Our main focus to begin with is on the children's well-being and the support they may need. We will endeavour to meet the existing learning and development requirements in line with government guidance.

*This will continue*

### Clothing

Staff wear appropriate clothing to reduce the spread of infection. Personal protective equipment is worn – disposable aprons, gloves etc. We recommend uniforms be changed at the end of the day (new uniform the next) – to minimise the spread of infection *This is normal standard practice*

### Children's Well-being

We will continue to support children (in age appropriate ways) with their new routines within the setting (and environment). Ensuring they know how to keep themselves safe. Patience, understanding and providing a safe, warm, friendly enjoyable place to be is our starting point. *This will continue*

We will continue sending out our 'At Home' with Dolphins, activities, ideas and suggestions (including links to websites and webcams). Staff continue to keep in contact with their key children through the child's Tapestry account. *'At Home with Dolphins' activities will end, the end of July. Key Workers continue to keep in contact with their Key Children*

Sections of our 'Readiness for School' programme will be up loaded onto Tapestry for our Pre-school children. Sharing with Parents ideas to help their child get ready for school (we will not be able to undertake our usual school visits to North Petherton Primary school) *We will continue to support children's 'readiness for school'*

### Training

Staff currently working have been updated with the new working practices and procedures – including infection control (in a group staff meeting and individually). Furloughed staff will be required to undertake this 'back to work' training on their return to work. All staff continue to update required government guidance training eg: child protection and first aid. *All staff are now back*

All staff have completed (and continue to) a range of on-line open university courses relevant to their roles. *This continues in place as normal as part of their continual professional development*

### Staff Well-being

We support our staff through regular updates (emailed to working and furloughed staff) – individual and group meetings (for those who have continued working). Continue to offer our Assured Health Employee Assistance programme (where they have confidential access to a range of services). Be open and clear with expectations, routines and concerns. Work with employees to diminish anxiety, concerns and worries they may have

*This is in place at all times throughout all staff's employment*

### Documentation

Parents may need to sign forms such as – accident, medication etc. Dedicated sanitised pens will be available for parents to use (which will be cleaned/sanitised after every use) *This will continue*

