**COVID-19 Drop off and collection Risk Assessment**

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| ***Hazard*** | ***Risk*** | ***Who is at risk*** | **Action** | **Prevention and Support** |
| Safeguarding | Low | Children | * Staff will need to be familiar with parent/carer during collection of the children. * Staff will use children’s file for confirmation regarding permission to collect * Parents will use general email to provide us with information regarding collection of their child\children * Core arrival and pick up time managed to ensure safety of children * Procedure for other times for arrivals and departure * Children will be signed in and out at the front doorS as well as their rooms | * Staff to remain vigilant and report any concerning behaviour to the DSL. * Management to ensure information regarding a need of a child is filtered down to staff team. * Staff to follow Safeguarding and Code of Conduct procedures in place * Member of staff will be present at doors to support and welcome children in drop of area * Parents and carers will not have swipe card access and will need to obtain permission from staff to access the building * Parents will be required to wear their college ID lanyard * Any lost ID cards will need to be reported immediately to the EYEC |
| Spread of infection and risk to others | High | Children, staff, parents, visitors and contractors | * Follow government guidance on social distancing * Only symptom free parents, children and staff to attend the EYEC * Marked areas for social distancing where adults will need to maintain a 2-metre distance * Staff will wash hands or sanitise hands in-between drop offs and collection of the children * Staff will maintain hygiene by washing of hands and by following cleaning procedures * Staff will have a table with cleaning supplies to maintain hygiene * Children’s hands are washed when they enter the room and leave the building * All adults will need to be responsible and sanitise their hands on entering the building * Visitors and essential maintenance workers will have temperature checks and clean PPE provided, i.e. mask * Parents will be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the lobby area, * Staff from each room will receive and send children from their own bubble where possible to avoid bubble contamination * Parents settling in new children will need to take a PCR or LFT and have a negative test before attending the nursery | * All adults to follow guidance on Infection Control COVID-19 * Reminders to parents on social distancing and protocols verbally and via emails * All staff will be trained to follow COVID-19 EYEC policies and procedures as well as government guidance on social distancing and hand hygiene * Follow government guidance on social distancing and ensuring 2-metre gap between parents waiting in line to drop and collect their child\children * Posters and information from government to help reinforce message of social distancing and the importance of hand washing * Parents and visitors will be provided with a sanitising station point to clean hands * Extra supplies such as tissues, anti-bac (D10) and a bin with a lid will be provided by the entrance and exit door * Where queues form staff will have use of a separate entrance * External area will be provided for parents to store buggies and scooters * Registers and pens will be cleaned after each use * Organisation of staff at beginning and end of the day to support arrivals and departures from doors 8 & 9 * Communication support via walkie talkies to each room and management team * Weekly PCR testing of staff and Imperial parents |
| Children’s wellbeing -maybe unsettled, upset and confused need more comforting | Medium to high | Children and parents or carer | * Follow government guidance on social distancing of adults * Where possible the process of coming to and the leaving the EYEC will be explained to the children * Where possible staff will apply measures considering the needs of the children. * Reassure parent through communication such as email or a phone call | * Videos or room and team to be sent to re-joining and new families if needed * New children may have 2 settling in visits with 1 parent per day for 1 ½ hours in their new room * Where possible the same parent to drop of their child to minimise distress * Where possible a familiar staff member to collect the child * If necessary, allow parent to stay in the drop area to support child\children * Children who are very emotional will be supported through settling in procedures * Children who are upset or distressed during the day, parent may be called to collect their child * Continue reviewing government guidance   and review where necessary. |
| Children and parents displaying suspected signs of COVID-19 when arriving to the EYEC | Medium | Children, staff, parents, visitors and contractors | * Only symptom free adults and children to enter and attend the EYEC * Staff will call or radio for support from Management * Staff will ask parents and child to wait outside the EYEC until the situation is assessed and further guidance can be provided * Check core temperature by touching back or tummy * Use thermometer to establish temperature if unsure | * Follow guidelines, procedures and policies of the EYEC and government * Ensure all adults follow stay at home advice for themselves and their families * Symptomatic people should follow guidance for testing and inform Test and Trace if the result is positive and management if negative * If COVID-19 has been confirmed government guidelines of isolation will need to be followed including reporting to Test and Trace and Imperial CCT hub any advise will be followed * Only symptom free children will be allowed back to the setting |
| Discovering of fire or raised fire alarm | Low | Children, staff, parents, visitors and contractors | * Raise alert * Activate horizontal evacuation as usual maintain separate areas for different bubbles as far as possible * Children without parents remain with staff * Children with parents on roadside will remain with parents until all clear is given. * Follow instructions of staff and maintain social distance * Wait for further instructions from Fire Officer or staff in charge | * Break glass point and clearly labelled assembly points in place * Access to phone in lobby in an emergency * Follow policies and procedures of EYEC * Prevent access to the building * Alert security if required * Communication to all rooms via walkie talkies |
| Congregation of groups of parents outside the EYEC | Medium | Children, staff, parents, visitors and contractors | * Follow advice from government on social distancing * Any congregated groups will be asked to disseminate * Monitoring of doors by staff during drop off and collection times | * Parents and carers will need to maintain a 2-metre social distancing rule and wait their turn in line * Where possible only one parent to drop and collect their child\children * Posters to promote the importance of social distancing * Reminders to wear face coverings * Reminders for parents |
| Communication | Low to Medium | Staff, children, parents, visitors and contractors | * Important and necessary information such as illnesses or accidents will be provided to parents via email or phone call * Parents and staff can communicate via telephone if needed and this includes discussing accidents and illness at the EYEC * Any face to face communication that maybe required is to be exchanged with social distancing measures of 2-metres * Parents will be able to email a central email address to pass on any information * Any changes and updates will be communicated immediately such as COVID-19 related information, government guidelines, Imperial College COVID-19 updates and changes to EYEC policies and procedures * Weekly plans will be provided to the parents to share daily experiences within the room | * Clear communication channels for parents and staff such as email and Parents to teacher’s text messaging service * Ensure messages are received in a timely manner * Checking clarity and understanding of information where possible * Ongoing vigilance of news reports, government information and guidance and Imperial College COVID-19 updates * Follow government guidance on social distancing * Use of face coverings * Internal communications will be via walkie talkie or phone |
| Exchange of children’s belongings and items | Medium to high | Staff, Children and parents | * All soiled or dirty laundry will be placed in wet/dry bags * Only necessary daily items to be bought in such as special milk, clothes and comfort toys * All items to be clearly labelled with child’s full name | * The exchange of items between home and the EYEC to be limited * Comfort toys to remain in the child’s room bubble * Where possible comforter to be left at the EYEC * Follow government guidelines on social distancing |
| Deliveries, post, waste services, maintenance during arrival and collection of the children | Medium to High | Staff, parents, children and other members of the public | * Staff to call or radio for Management * One access point and drop of point where possible * Only necessary maintenance carried out | * Continue to review procedures and follow guidance from government. * Where possible visits of this nature will be arranged outside of peak arrival and departure times for the setting * Face coverings and PPE must be worn by both staff and contractors as necessary |