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

 ***Date created: 20th May 2020*   *Date updated:20/01/21 Date updated: 06/09/21***

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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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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

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| 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
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