

COVID – 19 RISK ASSESSMENT



Who is at Risk	
A	Pre-School staff
B	Children
C	Parents
D	Visitors
E	Committee

Likelihood	Description
1. Very unlikely	The event may occur only in exceptional circumstances
2. Unlikely	The event might occur at some time (but remains unlikely)
3. Moderate	The event could occur at some time
4. Likely	The event could occur in most circumstances
5. Very likely	The event will occur in most circumstances

Impact	Description
1. Minor	The impact is unlikely to have any concern
2. Low	The impact will be noticeable but not cause concern
3. Moderate	The impact will affect us
4. High	The impact would be detrimental
5. Significant	The impact could be serious

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COVID-19 Welcoming back Children and Staff on site	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed • The DFE guidance “Early years and childcare COVID-19 guidance” is being followed • Details are subject to change as the DFE issue new guidance, and will be updated accordingly • Setting thoroughly cleaned before any staff or children welcomed back on site • Full on-site health and safety risk assessment carried out before starting back • All taps left on for 15-20 minutes to flush through any stagnant water and minimise risk of legionella or other diseases • Children split into groups or bubbles of a maximum of 10, and allocated sessions/days accordingly • Children permitted to attend one setting only to avoid cross contamination (this includes child minders). The use of a Nanny is permitted as long as they are not looking after any other children and the child is cared for in their own home. (For clarification please see the Q&A sheet emailed to parents and available on website). • Only key staff and children from each allocated group attending site on each day • All staff and children to wash their hands regularly for at least 20 seconds • Staggered start times allocated for children and senior staff member on day to welcome children at main hall doors. Parents encouraged not to hang around and respect social distancing at all times outside the Pre-School. (Some markers will be set out in carpark if parents are waiting) • Parents do not enter the setting at all except where a meeting with the manager has been pre-arranged and social distancing rules can be adhered to as much as 	5	1	5

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		<p>possible. The meeting will be conducted in a space not used by the children and thoroughly cleaned afterwards</p> <ul style="list-style-type: none"> • All children to apply hand sanitiser or wash their hands upon entry to the setting • Numbers always kept in line with staff to children ratios • Information posters are present across site on hygiene (including 'catch it, bin it, kill it') • Regular cleaning of frequently touched areas to be carried out throughout the session • Staff to have their own handwash, pen and gloves kept on their person at all times (using pouches & lanyard provided) • As the kitchen may be used by others all users must wipe down surfaces and door handles etc with the anti-bacterial wipes provided before and after use • Staff to use their own named mugs (provided) and wash them up thoroughly after use • At the end of each session the premises and any toys/resources will be cleaned following a 2-step protocol (hot soapy water followed by disinfectant or sterilising wherever possible) • Early Years Foundation Stage Coronavirus disapplication's can be implemented if and when needed • Parents have been informed that key persons may not be present and concerns should be directed to the Manager or Deputy Manager. • Children's communication books are no longer used and shared between home and the setting • Children are not permitted to bring any toys from home onto the premises at all to avoid cross contamination 			

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COVID-19 Someone who is infected entering the premises	A, B, C, D	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed • The building is closed to the public so visitors are not permitted • Deliveries are left at front porch • Information posters are present at entrances • Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies (after children have left). Premises then wiped down again • Best practice hygiene requirements are being followed by all. Frequently touched areas cleaned at the start and end of every day, as well as during the session wherever possible • All fundraising events cancelled until further notice • Manager communicates daily with Committee and staff to assess and evaluate the risks. • Other users will not have access to the John Orme Room during the pandemic • Parents/children have a staggered entry time to aid in social distancing 	3	3	9
COVID-19 Someone becomes ill in the setting	A, B, C, D	<ul style="list-style-type: none"> • UK Government guidance being followed • Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online, and seek a COVID-19 test as soon as possible • If a child presents symptoms of COVID-19 they will be isolated in a separate room (Nicolls Room) with 1 staff member to accompany them until they are collected. The accompanying adult must wear full PPE (gloves, full apron, and mask/visor) to protect themselves. 2 x full PPE kits will be kept in the office for any such occasions • If there is a positive test result for COVID-19, everyone in that group (including staff) will self-isolate for 14 days 	2	3	6

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		<p>(including their immediate families). All staff, children and their families are able to be tested through the NHS</p> <ul style="list-style-type: none"> • Workplace will be decontaminated following UK Government and local authority guidelines. • Best practice hygiene requirements will be followed at all times • Manager and Deputy Manager to communicate daily to assess and evaluate the risks • Best practice social distancing of 2 meters is being followed as best as possible, and children kept in small groups • Children will not mix between the groups at all, staff are only permitted to do so in an emergency. • Information posters on hygiene are present on notice board and toilets • Regular cleaning of frequently touched areas take place • Parents and wider staff to be informed immediately, alongside the Committee Chairperson • Any PPE or tissues etc that may be contaminated with COVID-19 will be double bagged, then left for 72 hours in the shed before disposal (as per guidelines set out by the local authority) 			
COVID-19 Contaminated workplace	A, B, C, D	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed at all times • Workplace will be decontaminated following UK Government and local authority guidelines • Appropriate Cleaning agency will be called in to deep-clean and decontaminate the setting • Best practice hygiene requirements are being followed • Best practice social distancing of 2 meters is being followed as best as possible. • Information posters are present across site on hygiene • Regular cleaning of frequently touched areas • Building is closed to the public so visitors not permitted 	2	3	6

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		<ul style="list-style-type: none"> • Information posters are present on notice board outside • Only necessary maintenance carried out by external contractors when no children are present • Extra hygiene by staff encouraged 			
COVID-19 Workplace gatherings	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed • Social distancing of 2 meters for remaining staff where practicable • All staff meetings are to be carried out via video conferencing until further notice. Manager to keep staff informed and updated at all times • Committee meetings carried out by video conferencing, Manager to keep in regular contact with Committee Chairperson 	1	4	4
COVID-19 Vulnerable Employees	A	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed • Vulnerable staff or those who live with a vulnerable person(s) have been identified. These staff remain on furlough • All returning staff have confirmed with the Committee Chairperson any vulnerable persons in their own family • All returning staff have received and acknowledged this risk assessment, as well as received training on Preventing COVID-19 in the setting 	3	4	12
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed. • If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Pre-School policy. 	2	2	4

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		<ul style="list-style-type: none"> • Colleagues and children who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines. • Employees with COVID-19 or suspected COVID-19 will self –isolate as per Government and local authority guidelines. • The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government and local authority guidelines by suitable cleaning agency. 			
COVID-19 Symptomatic or exposed employees remaining in workplace	A, B, C, D	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed. • Employees are advised to follow NHS Guidance online • Symptomatic employees will be instructed to go home • Colleagues and children who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance • The workplace will be decontaminated following Government and local authority guidance 	1	2	2
COVID-19 Self isolation and wellbeing	A, B, C, D	<ul style="list-style-type: none"> • UK Government guidance being followed • NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice). Testing is available to all staff, children and their families through the NHS if COVID-19 is suspected • Manager to keep in contact with any employees forced to self-isolate to ensure mental and physical wellbeing is maintained • Parents and staff who have been in isolation due to illness to complete a questionnaire on return to confirm they have adhered to all NHS and Public Health England advice, and are now symptom free. 	2	3	6

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COVID-19 Travel	A, B, C, D	<ul style="list-style-type: none"> • UK Government guidance being followed • Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers • Employees are advised to limit the use of public transport • Employees are advised to keep social distancing whilst traveling • Employees advised not to travel unless absolutely necessary, and to inform the manager of any plans to do so 	1	2	2
COVID-19 Visiting other sites or home visits	A, B, C, D	<ul style="list-style-type: none"> • All visits to other sites such as training courses have ceased • All visits and show rounds of the Pre-School are cancelled until further notice 	1	5	5
COVID-19 Other building users	A, B, C, D	<ul style="list-style-type: none"> • Other users of the Jubilee Hall will not use the John Orme Room during the pandemic. The kitchen may be used however all users are asked to wipe surfaces down after use with the anti-bacterial wipes or spray and disposable cloths) as provided 	2	4	8
COVID-19 Committee and Staff Meetings	A, E	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed • Committee are not attending site • Committee are being kept up to date at all times by the Manager or Deputy Manager • Committee meetings will be conducted via video conferencing 	2	4	8