

COVID – 19 RISK ASSESSMENT

Who is at Risk		Likelihood	Description
A	Pre-School staff	1. Very unlikely	The event may occur only in exceptional circumstances
B	Children	2. Unlikely	The event might occur at some time (but remains unlikely)
C	Parents	3. Moderate	The event could occur at some time
D	Visitors	4. Likely	The event could occur in most circumstances
E	Committee	5. Very likely	The event will occur in most circumstances

COVID-19 Welcoming back Children and Staff on site after a prolonged closure (June 2020)	A,B,C,D,E	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed. • Details are subject to change as the Department of Education issue new guidance, and will be updated accordingly. • The DFE guidance “Early years and childcare COVID-19 guidance” is being followed. • 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 on this please see the Q&A sheet emailed to parents and available on the website). • Only key staff and children from each allocated group attending site on each day 	1

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		<ul style="list-style-type: none">• All staff and children to wash their hands regularly for at least 20 seconds.• Staggered start and finish times allocated for children and senior staff member on that 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 possible. The meeting will be conducted in a space not used by the children and thoroughly cleaned afterwards.• 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.• 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	
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		<ul style="list-style-type: none"> • 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 	
COVID-19 Someone who is infected entering the premises	A, B, C, D, E	<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 have a staggered entry time to aid in social distancing 	4
COVID-19 Someone becomes ill in the setting	A, B, C, D, E	<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 	3

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		<p>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.</p> <ul style="list-style-type: none"> • If there is a positive test result for COVID-19, everyone in that group (including staff) be notified as soon as possible, and relevant guidance for contacts of covid-19 must be followed. • 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. • If an outbreak occurs (10% of children/staff testing positive within a 10 day period) we will operate as per our Covid Outbreak Plan. • 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 during the session • 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). Nappies to be disposed of in the same way. 	
COVID-19 Contaminated workplace	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed at all times. • Best practice hygiene requirements are being followed. 	2

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		<ul style="list-style-type: none"> • Information posters are present across site on hygiene. • Regular cleaning of frequently touched areas. • 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. • Current social distancing measures will be followed as per guidance. 	5
COVID-19 Vulnerable Employees	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government and local authority guidance being followed. • Critically Extremely Vulnerable (CEV) and Vulnerable staff or those who live with a vulnerable person(s) have been identified. A risk assessment has been carried out for these individuals.. • Staff have received and acknowledged this risk assessment, as well most receiving training on Preventing COVID-19 in the setting. 	3
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<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. • Colleagues and children who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow current 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 cleaned thoroughly to prevent the likelihood of an outbreak. 	4

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COVID-19 Symptomatic or exposed employees remaining in workplace	A, B, C, D, E	<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
COVID-19 Self isolation and wellbeing	A, B, C, D, E	<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 	5
COVID-19 Travel	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • The FCO provides foreign travel advice for travellers 	4
COVID-19 Visiting other sites or home visits	A, B, C, D, E	<ul style="list-style-type: none"> • When there is a high number of community cases show-rounds will be restricted to out of hours so children and staff are not put at further risk. • When visiting other settings all staff are expected to adhere to the setting's own covid policies and guidance. • Visitors to our setting must wear a mask and complete a LFD test before coming where possible. All visitors are noted on our registers so we can contact them if we become aware of them being in contact of a positive covid case. 	4
COVID-19 Other building users	A, B, C, D, E	<ul style="list-style-type: none"> • The John Orme room is occasionally rented out at weekends or during school holidays. All equipment is packed away. 	3

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		<ul style="list-style-type: none">• After use the hall and John Orme Room are cleaned and frequently touched surfaces are wiped down.• The kitchen is regularly cleaned each day, and staff always wipe this down before and after use.	
COVID-19 Committee and Staff Meetings	A,E	<ul style="list-style-type: none">• UK Government and local authority guidance being followed.• Committee are being kept up to date at all times by the Manager or Deputy Manager.• Committee and staff meetings will always be conducted following the current relevant guidance on social distancing and gathering inside.	5