

RISK ASSESSMENT FOR: Safe operation of preschool during Coronavirus Pandemic COMPLETED BY Mandy Blythe/Rachel Yensen/Andrea Lowe

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Risk Assessment and systems of control will be reviewed to reflect updated government guidance, LA guidance and staffing levels.

Updated 14/7/20 (for reference: normal PPE : apron, gloves) (Covid 19 Outbreak Procedure is hung on wall in the office) Updated 10/8/20 Updated 30/9/20

Updated 17/12/20 Updated 11th March 2021 Updated 29th April 2021 Updated 30/6/21. Updated 19/8/21

Hazards?	Who is at risk	Level of Risk	What action is necessary?	Action completed /Date
Insufficient staff to operate safely	Staff Children	Low	<ol style="list-style-type: none"> 1. Complete individual staff risk assessments if required. 2. Keep staff updated of systems of control and any current guidance/information via fortnightly staff meetings/staff communications system 3. Support staff's physical and mental wellbeing - refer staff to Remploy if applicable 4. In the event of threat of closure due to short staffing, preschool management committee members will come into sessions to cover ratios as volunteers, however there will always be a minimum of 2 preschool staff in the session. Should there not be enough staff to operate preschool safely, the Manager/Dept Manager/ Chairperson will inform parents immediately that preschool will be closed, they will also inform HBC and Ofsted and follow advice given from them. In the event of the Manager being unable to continue working, the deputy manager will cover in the short term (2 weeks). Preschool will follow government and LA rulings regarding setting closures. 	14.7.20 30/9/20 17/12/20 11/3/21 29/4/21 30/6/21 19/8/21
Cross infection of Covid 19	Adults children	High	<p>Maintaining safety measures and social distancing with parents and visitors to setting:</p> <ol style="list-style-type: none"> 1. Drop off and pick up will be at the garden porch door 2. Signage displayed outside preschool to inform of social distancing, rules for visitors and drop off, pick up points 3. Parents requested not to gather around entrance. If necessary, a member of staff at door will oversee this at drop off and pick up times. Parents requested to wear face coverings when on preschool premises, staff must wear face coverings when meeting parents and visitors at the door or on the pathway 4. Gate to be tied back to avoid lock being handled multiple times 5. Parents will be informed to contact preschool by phone or email only 6. If essential, parents or visitors will be allowed inside the preschool building or garden during session times, following the Procedure for Visitors in Preschool: <ul style="list-style-type: none"> • Maximum 2 visitor inside building. Maximum 2 visitors in garden • All visitors must make an appointment prior to arrival at preschool • Visitors must sanitize hands on entry and exit • Visitors must wear a face covering unless exempt. When a visitor is in the setting, staff must wear face coverings. • Visitors must maintain social distancing. • Area will be cleaned using standard cleaning products after visitor has left. • Visits will be kept a short as possible and will be limited to 30 minutes maximum • Visitors must not attend the preschool if they are displaying any Covid-19 symptoms 	14.7.20 30/9/20 17/12/20 11/3/21 29/4/21 30/6/21 19/8/21

Maintaining the environment:

7. At the beginning of the day, manager in session will open **all** windows and switch on extractor fans to enable air to circulate.
8. To facilitate outdoor learning, a gazebo will be erected in the garden to provide shelter, enabling this routine to be maintained in all weathers. Will not be used in windy weather

Social distancing and hygiene routines for staff:

9. Staff to wash hands for at least 20 seconds on entry and exit to preschool, at least every hour and at times when required for infection control e.g. before food prep
10. Staff to maintain social distancing with each other always unless in an emergency e.g. child/adult at risk of coming to harm.
11. Signage put up to remind staff of social distancing and hygiene rules
12. Staff meetings – Will be held fortnightly, social distancing will be adhered to.
13. Office working -Photocopier to be wiped down with anti bac wipe after use. Register, red box, accident book, medication record to be kept in locked filing cabinet in main room to minimize office use.

When essential, 2 managers may work in the office together with the following restrictions:

- Extractor fan must be switched on and door left open
- A distance of 2 metres must be maintained

When essential, for confidentiality purposes, the porch may be used for staff meetings, with the following restrictions:

- Maximum 3 staff
- Outer porch door must be open to allow ventilation
- A distance of 2 metres must be maintained

14. Phone – To be cleaned with anti bac wipe after use
15. Where a member of staff must use a shared item e.g register, they must wash their hands before and after handling it.
16. Kitchen/office/ bathroom extractor fan to be switched on at all times
17. Changing a child – When cleaning and changing a child with soiled clothing PPE as normal will be worn.(apron, gloves). If close contact is likely whilst supporting a child with intimate care, a visor as well as normal PPE may also be worn, (staffs choice)
18. Toileting children – Children will need to be encouraged to use the toilet independently at all times, however where support is needed from a member of staff, normal PPE will be worn.(apron, gloves)
19. When giving support to a child, where possible, staff should position themselves indirectly to the child e.g. behind, above, at the side)
20. Facemasks are not required unless a child is displaying Covid 19 symptoms or social distancing is not possible between staff members/other adults.
21. If required, an individual risk assessment will be carried out for children who are vulnerable because they have been shielding or because a member of their household have been shielding
22. An individual risk assessment will be carried out for children who find it difficult to follow rules for hand washing and hygiene and support measures will be put in place e.g. very young children, children with SEND.
23. Physical support– If a member of staff needs to physically support a child to keep them and others safe, to give comfort or to support the child's learning and development, they will do so. Due to evidence that young children are low transmitters of the virus, staff do not need to wear PPE when

in close contact with children, unless the child is displaying symptoms of Covid 19. Where a child needs 2 members of staff to give close contact support or comfort, the staff will wear face coverings, due to social distancing between adults being compromised.

Restrict spread of infection from home environment, for both children and staff:

24. When a child is dropped off, staff will check verbally with parent/adult that the child is well and has not displayed any symptoms.
25. Other than essential comforters, children's own toys will not be allowed in preschool.
26. Lunch boxes to be wiped down with cleaning solution, on entry to preschool
27. Children will have their own bag that stays in preschool containing crayons, scissors, paintbrushes
The sand will be cleaned at the end of the child's session by soaking it in Milton, it will then be left to air dry.
28. To minimize risk from staff having to launder preschool items at home, tea towels and aprons will no longer be used. Paper towel will be used to dry dishes. Parents will be informed that their child will not be wearing an apron when painting or engaging in messy play.
29. Staff not to put bags or coats on tables or other surfaces that are used regularly. Bags and coats should be hung on pegs in the porch/kitchen/office, where possible only one bag per member of staff to be brought into preschool.
30. Staff lunch: Lunch boxes must be wiped down with cleaning solution prior to going in fridge.
31. Mobile phones, keys etc – where staff do not bring a bag to preschool, mobile phones, keys etc must be placed in the personal belongings box in the kitchen, they must not be left on the worktop in the kitchen.
32. People travelling from abroad will be asked to adhere to travel legislation details which are set out in government guidance. <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Thorough cleaning procedures to be put in place as directed in gov guidance :

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

33. Staff on cleaning duties will complete a sessional Cleaning Log to ensure all appropriate areas are cleaned. The log will include all items and areas that need to be cleaned and how often. Hotspots such as door handles, chairs, table surfaces, bin lids, tissue dispensers will be cleaned at the end of a morning session and at the end of the day (2 times per day). All staff in session will thoroughly clean the main room, 2 porches, 2 bathrooms, kitchen, including surfaces, at the end of each day. Bathroom floor will be cleaned at the end of each session.
34. Tissue dispenser will be replenished when needed, lidded bins will be emptied at the end of each session or more often.

In order to prevent cross infection occurring due to incorrect use of PPE we will:

35. Supply sufficient PPE, stock checks will take place weekly
36. Provide staff with full training on how to wear, use and dispose of PPE.
37. All used PPE to be placed in a plastic bag and disposed of in the bin.
38. PPE used with a child/adult with suspected Covid 19 must be disposed of by double bagging and placing in the named blue bin behind the wooden shed.

The routine & environment does not allow for safe practices to be implemented	Staff Children	Medium	<p>A new session routine will include time for hygiene control and infection control teaching, PSE support:</p> <ol style="list-style-type: none"> 1. Routine to include children washing hands for 20 seconds at least every hour, to include on arrival to preschool and before leaving preschool, before snack and when coming inside from outdoor play (plus when necessary for infection control – wiping noses, coughing, sneezing, using the toilet) 2. Routine to include teaching on hygiene e.g. handwashing songs, learning to cover sneezes, Catch It, Bin It, Kill It etc. Staff will always make certain that this learning is fun. All handwashing must be supervised. Fortnightly planning will need to cover this. New starters will be given extra support to learn hygiene routines 3. Snack – this will need to be limited to items that do not involve shared utensils or plates. Children will not self-select snack. 	14.7.20 30/9/20 17/12/20 11/3/21 29/4/21 30/6/21 19/8/21
Child/Staff becoming ill/ A child becoming ill with coronavirus symptoms	Adults Children		<p>In order to manage illness in preschool including possible Covid 19 and confirmed Covid 19:</p> <ol style="list-style-type: none"> 1. Parents to be informed that children must not be sent into preschool if they are unwell. This includes temperature, cough, stomachache, diarrhea, sore eyes, rash, unwillingness to eat and being generally lethargic or tired. 2. Parents of children who are identified as a close contact will be advised to take their child for a PCR test if the positive case is in their household. 3. Parents will be asked to sign an agreement that they have ensured arrangements have been put in place for their child to be collected from preschool swiftly should they become unwell, agree to book a test if their child or any other household member displaying Covid 19 symptoms and agree to engage with NHS Test and Trace if required. 4. Procedure for Covid 19 case will be followed. <ul style="list-style-type: none"> • A child who appears unwell with Covid 19 symptoms - a persistent cough and/or temperature above 38, loss of smell/taste will be isolated in the porch, with garden door open, and parents requested to collect them immediately. • A member of staff will stay with the child and, if less than 2 metres from the child, the staff member will wear PPE – apron, gloves and facemask and if there is likelihood of contamination from bodily fluids, a visor must also be worn. • If it becomes an emergency call 999. • Parents will be advised book a Covid 19 test for their child immediately via NHS. • The porch (including bathroom) will be disinfected as soon as possible after the child has left. Person cleaning the area will wear normal PPE (apron and gloves) If an area has been heavily contaminated with bodily fluids from a person with suspected Covid 19, the person cleaning the area must wear apron, gloves, facemask and eye protection. • If deep cleaning of the main room is required immediately, the children left in session will be taken into the garden, their parents will be contacted and asked to collect them. Preschool will then close until cleaning is completed. • The member of staff who has helped the child does not need to go home, they must remove and dispose of all PPE and wash hands thoroughly for 20 seconds. 	14.7.20 30/9/20 17/12/20 11/3/21 29/4/21 30/6/21 19/8/21

			<ul style="list-style-type: none"> Any waste, including PPE must, be double bagged, stored securely in a named blue bin stored behind wooden shed for 72 hours (or until a negative test result has been confirmed) and then thrown away in the black bin. <ol style="list-style-type: none"> Parents must inform preschool of the results of any Covid 19 test. If a child or adult is tested positive for Covid 19, they must stay off preschool for 10 days. If they do not have symptoms when the positive test is confirmed but develop symptoms later, they must restart the 10 day self-isolation from the onset of symptoms. If Covid 19 is confirmed with a positive test, parents and staff in child's group, if required, will be notified through the NHS Test and Trace system. Individuals are not required to self-isolate if they live with someone with covid-19 or are in close contact of a positive covid-19 case if any of the following apply – They have been fully vaccinated, below the age of 18 years and 6 months, they are taken part of the covid-19 vaccine trail, or not able to be vaccinated due to medical reasons. If symptoms occur with any staff or children in this group they will need to be tested. Staff will complete a lateral flow test twice weekly. 	
Unable to maintain social distance during evacuation	Adults Children	low	<p>In order to maintain social distancing and infection control and still save lives in the event of a fire or risk of significant injury we will amend our:</p> <p>Emergency Evacuation Procedure: As our assembly points are large and outdoors this already allows to social distance. Children and adults should ensure hands are washed once stand down is given.</p> <p>Lockdown Procedure : Provide a box of facemasks, gloves and hand sanitizer to be kept in bathroom</p>	14.7.20 30/9/20 17/12/20 11/3/21 29/4/21 30/6/21 19/8/21
A person requiring first aid putting first aider at risk of covid 19	staff	med	<p>In order to minimize cross infection between an injured child/person and a member of staff administering first aid, :</p> <ol style="list-style-type: none"> Before administering first aid, hands must be washed for 20 seconds, if water and soap is not available, use hand sanitizer. Hands must also be washed for 20 seconds after administering first aid First aid treatment for a child will only require normal PPE (apron, gloves). If more than one member of staff has to administer first aid to a child, and they are unable to social distance, they must wear facemasks. If a child requiring first aid is displaying Covid 19 symptoms, the first aider must wear PPE, including a facemask and visor. All staff will be given a pack containing gloves, apron, facemask, hand sanitiser & CPR face shield that they will keep close at hand. Eye shields will be placed in the main room and garden porch, so they are easily accessible Physical contact will be unavoidable so staff must avoid touching their faces Where possible staff must comfort a child without making physical contact, however it is essential that the child's needs are always met CPR: for adults, during the coronavirus pandemic, do not carry out rescue breaths, just do chest compressions. For children: After completing first aid training on 28.09.2020 advice given by Coates Training is: rescue breaths on children should only be carried out if catching Covid 19 is not a significant risk to the first aider e.g. anyone clinically vulnerable , living with someone clinically vulnerable or other risk category should not give rescue breaths. 	14.7.20 30/9/20 17/12/20 11/3/21 29/4/21 30/6/21 19/8/21