

Coronavirus (COVID-19) Risk Assessment		
Leahurst Road Pre-School		
Updated:	23 rd September 2020	

Focus	Area of Consideration	Recommendation	Risk Level
Children	Drop off and collection	<ul style="list-style-type: none"> Families given staggered drop off and collection times. Parents to demonstrate social distancing at all times One-way system in place for entry and exit to the premises No entry to premises via the front door, all access via the back door in garden On arrival, all children to wash hands thoroughly Only symptom free children will be accepted at pre-school Staff will check and ask if anyone in the household are displaying any COVID19 symptoms (cough, temperature, and loss of taste/smell) If yes, the child will be sent home immediately and will be unable to return until they have received a negative test. We have the right to take temperatures of any child or staff member who we have concerns regarding their health. Any child displaying symptoms of a cold (simply a runny nose, sore throat etc) will be able to attend pre-school, providing they are displaying no COVID-19 symptoms (high temperature, a new continuous cough or a new loss or change to your sense of smell and taste). Should symptoms transpire to be that of COVID-19, we will send the child home immediately and our policy of children displaying symptoms will be followed, as set out below. No teddies, toys or comforters from home allowed into pre-school 	<p>High Risk – Non-compliance of all stakeholders which may allow potential cross contamination</p> <p>Medium Risk – Spread of normal childhood illnesses</p> <p>Low risk -all protocol followed by all stakeholders</p>

		<ul style="list-style-type: none"> • Only 1 family member permitted for drop off and collection. No buggies and prams or siblings if possible. • Family members dropping off or collecting will be symptom free or have completed the required isolation periods • No carer will be allowed onto the premises unless child is distressed, and can not be comforted by staff. New parents/carers, where necessary, can settle their children into Pre-School. Face coverings will be required for all visiting adults and contact details will be kept. • No child will be admitted with any coughs and colds • Children encouraged not to touch faces or put anything in their mouth 	
	Social Distancing	<ul style="list-style-type: none"> • Reduce the use of internal communal spaces as much as possible • Greater use of outdoor spaces as much as possible • Social distancing encouraged wherever possible • 	
	System of controls	<p>Pre-School are required to undertake the following actions.</p> <p>Prevention</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have someone in their household who does, do not attend settings. 2. Clean hands thoroughly more often than usual. 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it approach' 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach 5. Minimise contact between groups where possible 	

		<p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1-4 must be in place all the time.</p> <p>Response to any infection</p> <p>7. Engage with the NHS Test and Trace system</p> <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the setting community</p> <p>9. Contain any outbreak by notifying and following local health protection team advice</p> <p>10. Notify OFSTED</p> <p>Number 7-10 must be followed in every case where they are relevant.</p>	
	Snack and Lunch Time	<ul style="list-style-type: none"> • Snack time and lunch time to be held socially distanced where possible. Children will be allocated seats side by side, facing the same direction where possible. • Snacks allocated on individual plates for children • Strictly no sharing of plates/cups and all to be cleared away and washed immediately 	
	Play and Learning	<ul style="list-style-type: none"> • Resources available are thoughtfully selected and should be easy to clean effectively at the end of the session. • Regular hand washing throughout the day and when children move to a different activity • Handwashing when children move from outside to inside or vice versa. 	<p>High Risk – if protocol not followed</p> <p>Low risk – all protocol is followed</p>
	Children well being	<ul style="list-style-type: none"> • Explain to children the benefits of handwashing, demonstrate how we should be doing this. Children will wash their hands the shorter of a minimum every 2 hours and or a change in activity 	<p>Low risk – supporting children and families in explaining the risks of COVID 19</p>

		<ul style="list-style-type: none"> • Help children understand the hygiene of coughing/sneezing into a tissue and discarding immediately; or into elbow and wash hands. • Children should be supported to understand why the changes are happening and encouraged to discuss • Children continually reminded not to touch their face or put any toys in their mouth. 	
	<p>Child Illness – displaying symptoms</p>	<ul style="list-style-type: none"> • If a child presents symptoms of COVID 19 at drop off, they will not be allowed to attend the session and will be told to book a test and follow isolation guidance until the test result is received (and thereafter, if the test is positive or still symptomatic.) • If a child starts to display symptoms whilst at pre-school, they will be sent home immediately and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection irrespective of social distancing • Any members of staff who have helped someone with symptoms and any children who have been in close 	<p>High Risk – transmission if strict following of protocol not adhered to</p> <p>Low risk – following of protocol and use of PPE. Testing available to all staff and children who display symptoms</p>

		<p>contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> • Pre-School should be advised of the result of the test as soon as possible. 	
Children and Staff	Positive result and confirmed case	<ul style="list-style-type: none"> • All staff and their households who are attending pre-school will have access to a test if they display symptoms of coronavirus and are should get tested in this scenario. • if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating • if someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do 	<p>High Risk – protocol isn't followed</p> <p>Low risk – all staff to follow protocol</p>

		<p>not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p> <ul style="list-style-type: none">• All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit• Where a child or staff member tests positive, we will contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace• Working with The local health protection team, we will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.• Based on the advice from the local health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.• The local health protection team will provide definitive advice on who must be sent home•	
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Staff	Attendance	<ul style="list-style-type: none"> • Staff should only attend pre-school if they are symptom free, have completed the required period of isolation or have received a negative test • Limit where possible the number of staff at pre-school to only those we require due to numbers 	Low risk – all Government/DfE/PHE guidance is always followed and staff to follow all protocol Testing available to staff (and household) if symptomatic
	Social distancing	<ul style="list-style-type: none"> • Social distancing must always be adhered to including lunch and breaks • Staff members should avoid physical contact with each other • All meetings and training should be conducted virtually or by phone where possible 	Low risk – staff follow protocol
	Training	<ul style="list-style-type: none"> • All staff must receive appropriate training on infection control and the standard operation procedure and risk assessments within which they will operate 	Low risk – all staff required to complete the infection prevention and control training (May 2020) All have completed this now.
Parents	Social Distancing	<ul style="list-style-type: none"> • Families given staggered drop off and collection times. • Parents to demonstrate social distancing at all times • One-way system in place for entry and exit to the premises • Only 1 family member permitted for drop off and collection. No buggies and prams or siblings if possible. • Family members dropping off or collecting will be symptom free or have completed the required isolation periods • No carer will be allowed onto the premises unless child is distressed and can not be comforted by a staff member. In this case, the parent or carer will be allowed onto the premises for a short amount of time and ensure that full social distancing measures are in place between parent/carers, staff and other children. New parents/carers are able, where necessary, are able to settle their children into Pre-School. Face 	High risk – parents do not follow protocol

		<p>coverings will be required for all visiting adults and contact details will be kept.</p> <ul style="list-style-type: none"> • Parents are to leave promptly and move away from pre-school boundaries whilst maintaining social distancing guidelines • All measures should be taken to limit contact between parents/carers and staff and other children 	
	Communication	<ul style="list-style-type: none"> • All parents and carers to be kept informed of the changes which are taking place and the operating procedures. • Parents should receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of their children and themselves 	Low risk – all communication via email/messaging
Visitors/Committee	Visits	<ul style="list-style-type: none"> • Attendance at pre-school should be restricted as much as possible to children and staff as far as possible. • Any essential visits to pre-school should be made outside of normal pre-school hours where possible • All committee meetings should be held via virtual meeting where possible • New family show arrounds should be done virtually outside of pre-school hours 	Low risk – visitors discouraged from coming onto site
PPE	Children and staff	<ul style="list-style-type: none"> • Guidance states that PPE is not necessary for educational settings. Changing habits, cleaning and hygiene are effective measures in preventing the transmission of the virus • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others. PPE is only needed in a very small number of cases: 	<p>Low risk – PPE not necessary as per Government guidance</p> <p>Normal PPE used for toileting, first aid and nappy changing</p>

		<ul style="list-style-type: none"> • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID19) while in their setting, and needs to be cared for until they can return home, a facemask should be worn if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • An emergency COVID19 kit will be available for us whereby a child displays symptoms. This will include aprons, face mask, eye protection, gloves, bags to dispose anything 	
Cleaning	General cleaning	<ul style="list-style-type: none"> • Clean and disinfect frequently touched surfaces throughout the day, to include • Gloves should be worn for cleaning and discarded after use • Surfaces should be cleaned with warm soapy water with a disposable cloth and then disinfected with cleaning product • Wash hands regularly for 20 seconds and after removing protection from cleaning • The bathroom and nappy changing area, surfaces sprayed after use and then cleaned thoroughly mid-way through a session and after a session. 	

Toys and Equipment		<ul style="list-style-type: none">• No rugs, soft furnishing or soft toys to be used. Children allocated an individual mat for story time and to play on throughout their session• No dressing up clothes or other resources which are considered difficult to clean• All equipment should be wiped down at the end of each rotated activity	
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