

Covid-19 Risk Assessment

For re-opening of Teston and Wateringbury Preschool from 1st June 2020

| | Hazard | Who may be harmed? | Risk Rating Before Controls | Control Measures/Actions | Risk Rating After Controls | Person(s) Responsible | Considerations |
|----|--|---|-----------------------------|--|----------------------------|------------------------|---|
| 1. | Parents are uninformed and do not follow guidelines. | Children/ Staff Anyone in contact with the above | 4 | <p>Guidance and information to be emailed to parents ahead of reopening so they know what to expect. Allow parents time to respond and query. Signage will be displayed to remind parents. Should parents not follow guidelines for pick-up, drop-off and socially distancing, they will be reminded of the guidance and if they continue to ignore the guidance they will be informed that their child will not be able to attend pre-school.</p> | 2 | Manager/Deputy Manager | |
| 2. | Children and/or staff will transmit or become infected with COVID-19 | Children/ Staff Anyone in contact with the above | 5 | <p>Limitation of pupil and staff numbers: Only the school leavers and keyworker children have been offered a place. Children and staff will be organised into two groups of no more than 6 children, to enable small group working and help with distancing. Group 1 will attend Monday and Tuesday. Group 2 will attend Thursday and Friday.</p> <p>Rapid Action in suspected Cases: Staff and children who are in setting should stay at home if they are experiencing signs of illness outlined on the NHS website: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>ONLY PRE-SCHOOL STAFF AND CHILDREN ARE PERMITTED TO ENTER THE PRE-SCHOOL GATE.</p> | 3 | Manager/Deputy Manager | Due to the impossibility of removing or mitigating this risk, daily review is essential |

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| | | | | <p>Ensure all staff and parents know the symptoms. Reminders on the signs and symptoms and links to the government and NHS websites will be sent out regularly and when changes have occurred in their guidance.</p> <p>Children in pre-school must be isolated from others and sent home if they are experiencing the signs and symptoms of Covid 19. Non-contact thermometer can be used to check temperatures. Any member of staff supervising the child should maintain a 2m distance where possible. Where this is not possible, a disposable mask, gloves and apron should be worn.</p> | | | |
| 3. | Children and/or staff will transmit or become infected with COVID-19 | Children /Staff Anyone in contact with the above | 5 | <p>Arrival and Departure:</p> <p>There will be staggered drop-off and pick-up times. Each morning session will have two different drop-off and pick-up times. Collection will be from the gate. Parents will be encouraged to drop off and pick up on their own where possible. Parents should be prompt at dropping off and collection, and as soon as they have handed their child to the teacher or collected, they should leave. The times allocated will minimise contact with other parents and children.</p> <p>Parents MUST stand socially distanced while waiting. There will be signs displayed to remind parents.</p> | 3-4 | All staff | |
| 4. | Children and/or staff will transmit or become infected with COVID-19 | Staff Anyone in contact with the above | 5 | <p>Hall lay-out to promote physical distancing</p> <p>Child Initiated activities will be provided in the hall and garden throughout the morning. Children will be advised to avoid unnecessary contact and where possible limited to two children at each activity at any one time. Tables will be spaced apart.</p> | 3 | All staff | |
| 5. | Children and/or staff will transmit or | Staff/Children Anyone in contact with | 5 | <p>Promoting Good Hygiene:</p> <p>When staff and children come into preschool, they will be required to wash their hands immediately upon entering.</p> | 3 | All staff | |

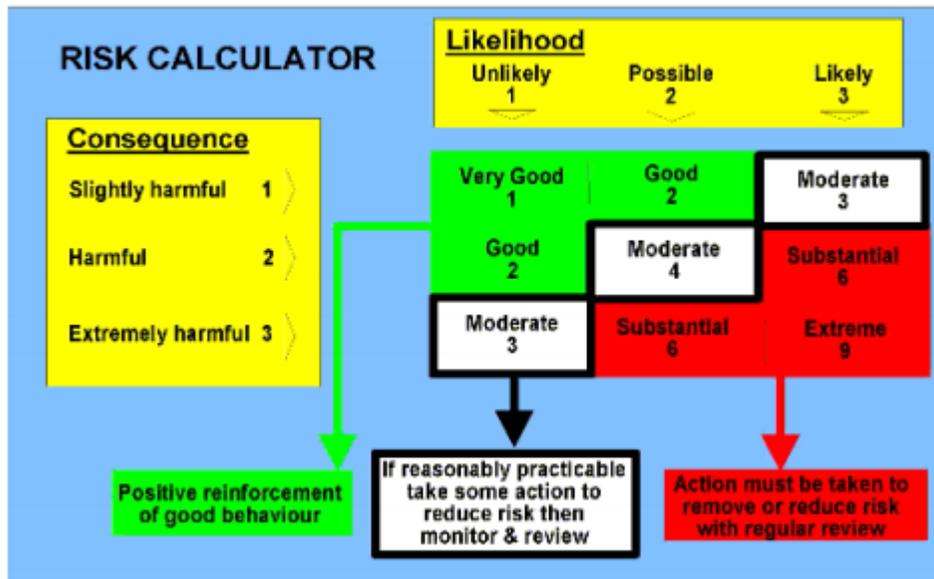
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| | become infected with COVID-19 | the above | | <p>They will be asked to do this once every 30 minutes, before snack time, after using the toilet and at home-time. A portable sink will be accessible in the hall for using after children have been to the toilet (only one toilet will be accessible) At other times all children will wash their hands together under adult supervision.</p> <p>Children will be taught how to wash their hands thoroughly for 20 seconds, using a fun song. Colourful posters will be displayed to remind them of hand-washing.</p> <p>The 'Catch it, bin it, kill it!' routine will be taught. Tissues will be available and must be placed in the bin provided straight away. Bins will be emptied if necessary during the morning.</p> <p>Children will be taught to cough and sneeze into their elbow and away from the direction of other children and adults. If children cough or sneeze on resources or tables staff will spray it, wipe it and throw the cloth away.</p> <p>Children will regularly be reminded not to touch their faces or put their fingers in their mouths.</p> | | | |
| 6. | Children and/or staff will transmit or become infected with COVID-19 | Staff Anyone in contact with the above | 5 | <p>Snack time arrangements</p> <p>One member of staff will prepare the snack. Children will bring in their own drink bottles, clearly named. Children will eat outside where possible and 2 metres apart. Tables will be sprayed and wiped down after use. Staff will maintain social distancing and only one member allowed in the kitchen at a time.</p> | 3 | All staff | |
| 7. | Children and/or staff will transmit or become infected with | Staff Anyone in contact with the above | 5 | <p>Amendments to practice:</p> <p><u>Ventilation:</u></p> <p>The front door and windows will remain open throughout the session where possible to ensure good ventilation throughout the hall.</p> | 3 | All staff | |

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| | COVID-19 | | | <p><u>Child Initiated</u> Children will be allowed to mix within their sessions (max 6). Child initiated activities (that can be cleaned appropriately) will be provided in the indoor and outdoor environment throughout the session. Children will be encouraged to avoid unnecessary contact with each other, and to practice physical distancing as much as possible. Where possible limited to two children at each activity at any given time. After the session, staff will clean all resources. Children will be allocated their own pot of pencils to use when drawing.</p> <p><u>Prohibitions</u> Parents have been asked not to bring in any toys from home. Books and playdough, dressing up and sand will not be available. The outdoor playhouse will be closed off. There will be no cushions, rugs or soft mats.</p> <p><u>Good-morning and story-time time</u> This will be outside where possible. Children will sit distanced from each other on the wipeable mats or in hula hoops.</p> <p><u>IPADS</u> One IPAD will be made available to each group. After each use the PAD should be wiped clean.</p> <p><u>Staff equipment</u> Staff will be asked to provide their own pens from home.</p> | | | |
| 8. | Children and/or staff will transmit or become infected with COVID-19 | Staff /Children Anyone in contact with the above | 4 | <p>Suspected infection: The child will be sent home and the parents asked to arrange a test. The Preschool will close for both groups and staff asked to isolate until the result is returned.</p> | 2 | Staff | |

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| 9. | Children will transmit infection to the home environment from school and vice versa | Family members including those who are vulnerable children Staff | 5 | <p>Daily Good Practice: Children will wash their hands on arrival and before leaving school at the end of the day.</p> <p>Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child whose name is on the bottle should handle the bottle.</p> <p>Children will not bring book bags, stationery, toys or books to school. They will bring a change of clothes for PE session, this bag will be hung up themselves on their peg and collected by the child.</p> <p>Clothes All staff have been advised to wash their clothes each day. Uniform is not essential. Parents have been advised that children should wear clean clothes each day</p> <p>Transport: Staff either walk to work or travel in their own car.</p> | 3 | All staff Staff / Parents Staff / Parents Staff / Parents Staff | |
| 10. | Infection may be transmitted via the physical school environment | Children Staff Family members others | 5 | <p>Cleaning Protocol: Session clean – bin emptying and toilets to be wiped after each use by a member of staff using detergent and disposable gloves. Afternoon clean – tables, chairs, equipment, floors, toilets, sinks, frequently used points e.g. switches, handles, taps, gate</p> | 3 | All staff | The Hall will be cleaned at the weekend by the Hall cleaning staff. |
| 11. | Infection may be transmitted via the physical school environment | Children Staff Family members others | 5 | <p>Hall: The village hall gate will be locked each evening to prevent anyone gaining access. There are no other users of the hall at this time.</p> | 3 | All staff | |

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| | | | | <p>Toilets Children should only use the designated toilet. Children will only be permitted to use the toilets one child at a time. Staff will make sure the child washes their hands afterwards at the portable sink.</p> <p>Toilets will be wiped clean after every use.</p> | | | |
| 12. | Injury is not able to be dealt with safely and with correct resources | Children Staff | 5 | <p>MEDICAL first Aiders All staff hold current paediatric first aid certificates. First aid kit is available in the kitchen. PPE is available for use if required.</p> | 2 | All staff | First aid box contents to be monitored |
| 13. | Security is breached due to fewer staff on site | Staff Children | 4 | <p>Site security The preschool will remain secure whilst in operation. The back gate will be locked on arrival. The front gate will be locked and only open to allow access to children attending the session.</p> | 2 | All staff | |
| 14. | Behaviour | Staff Children | 4 | <p>Expectations Children will be reminded of the usual behavioural expectations. Any child who spits or deliberately coughs on others (including blowing raspberries) will be reminded of the rules and if they continue with the behaviour then the parent may be asked to collect them.</p> <p>If a child becomes aggressive, they will be safely removed from the group and one staff member will sit with them until they calm down. Staff member to maintain distance where possible and PPE is available if staff feel there is a risk.</p> <p>SEND children Any children with special needs will be assigned a keyworker who will be expected to assist in maintaining good behaviour, hygiene, and social distancing.</p> | 2 | All staff | To be reviewed on a daily basis |

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| 15. | Chemicals | Children | 4 | Chemicals: Staff should take care to keep all sprays and disinfectants out of reach of children. They should be kept in the kitchen or on a high window-sill in the toilet | 1 | All staff | |
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Re-opening / Daily checklist

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| COVID19 RISK ASSESSMENT CHECKLIST | |
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| 1. | Workplace risk assessment complete? | |
| 2. | Run taps for 2 minutes to remove any stale or stagnant water. Flush toilets with the lid down | |
| 3. | All staff briefed? | |
| 4. | Staff reminded to keep to the 2 metre rule where possible | |
| 5. | All staff symptom free | |
| 6. | Staff have their own pens | |
| 7. | Bins are emptied | |
| 8. | Boys toilet closed off | |
| 9. | Windows open for ventilation | |
| 10 | Adequate supplies of tissues, soap, hand sanitiser, gloves and wipes | |
| 11 | PPE equipment available | |
| 12 | COVID19 Signage up for parents and children | |
| 13 | List of staff and children emergency contact details up to date and available | |