

Little Thetford Acorns Pre-school

Covid-19 Risk Assessment

Risk area: Staff and children

Carried out by: Gemma Norman / Rachel Johnson

Date: 3rd June 2020

Probable frequency: 1 - Improbable 2 - Possible 3 - Occasional 4 - Frequent 5 - Regular 6 - Common

Severity: 1 - Trivial injury 2 - Minor 3 - Major to one person 4 - Major injury to several people 5 - Death to one person 6 - Multiple deaths

Level of risk is calculated by - frequency x severity 2+ = Low risk 9+ = Medium risk 16+ = High risk

Risk Identified	Who is at risk? <i>People on premises and the most vulnerable</i>	Level of risk <i>Of hazard occurring and risk to people</i>	Control measures and person(s) responsible (remove and reduce hazards and risks to people)	Review (record, plan, instruct, train and review)
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Transmission of virus	Staff, children, parents/careers	2 x 4 = 8	<ul style="list-style-type: none"> - All staff aware of the symptoms of Covid-19 and know how to respond: <ul style="list-style-type: none"> • A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if child usually has a cough, it may be worse than usual) • Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal - No child or staff member to enter preschool if they have any symptoms, or have experienced symptoms, of Covid-19 in the last 7 days or have someone in their household who has symptoms. They will be advised to self isolate at home for up to 14 days and to arrange to have a test. All staff made aware of this and parents informed by letter. Poster to be displayed on gate and on front door advising adults of this. - Children's temperature to be taken on arrival at preschool. No child to enter if they have a temperature of 37.8 degrees or above - Staff to change into uniform on arrival and to change back before leaving setting - Staff and children to have indoor shoes which can stay in setting - Regular and frequent hand washing and use of sanitizer, in particular: <ul style="list-style-type: none"> • on arrival at setting • before snack and lunch time • before and after each 'bubble' has played inside/outside • before leaving setting - No car sharing by staff (use of own cars only) - Staff to avoid non-essential use of public transport and follow social distancing guidance outside of Preschool 	

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Child and staff interactions	Staff, children and parents/carers	6 x 4 = 24	<ul style="list-style-type: none"> - Maximum number of children allowed in setting per session to be reviewed on a weekly basis and increased/decreased to maintain, to our best endeavors, the health and safety of staff and children - Creation of small groups of children or 'bubbles' which will remain consistent, as far as reasonably possibly, on a daily and ideally weekly basis. These 'bubbles' will consist of no more than 8 children - The same staff to work with each 'bubble' and, as far as possible, these will stay the same each day and subsequent days, taking in to account the need for staff breaks - Reduce interactions between different 'bubbles' 	
Parent and staff interactions	Staff, children and parents/careers	6 x 4 = 24	<ul style="list-style-type: none"> - Visuals to be provided to support 2 meter social distancing - posters on gate and front door and floor markings on path outside main entrance - No parents/careers allowed into building - Accident forms explained to parent at 2 meters distance. Form placed on a table for parent to sign - Any end of day feedback given at a safe 2 meter distance 	
Drop off and collection	Staff, children and parents		<ul style="list-style-type: none"> - Visuals to be provided to support 2 meter social distancing - posters on gate and front door and floor markings on path outside main entrance - Allocated/Staggered drop offs and pick ups. Parents to be informed by staff of their allocated time. - Drop off and collection by one parent/carer only - Child to enter building with staff member – parent to say goodbye outside - Parents are free to wear a face mask during drop off and collection if they wish 	

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Personal belongings/equipment	Staff and children	5 x 4 = 20	<ul style="list-style-type: none"> - staff to limit personal belongings and equipment they bring into setting from home - Staff personal belongings to be stored in named lockers - Children to bring only the following things into the setting: <ul style="list-style-type: none"> • named bag with spare clothes • named drinks bottle • healthy snack in a labelled, sealed container and • named lunch box - Staff to wipe down drinks bottles and lunch boxes with antibacterial wipes and hang bags on pegs - No toys from home to be brought into setting 	
Staff or child showing symptoms while in setting	Staff, children and parents/carers	2 x 4 = 8	<ul style="list-style-type: none"> - staff member to leave work immediately and follow government guidance on what to do if you or someone in your household develops symptoms - Child to be cared for in a separate area until collected. Staff member caring for them to wear PPE at all times - If the child needs the toilet, the disabled toilet to be used and cleaned thoroughly afterwards - contact detail for parents/carers checked and updated to ensure they can be contacted quickly - Once the child or staff member has left the setting it will be cleaned thoroughly. We will follow government guidance for the Cleaning of non-healthcare settings to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely. - All children and staff to wash hands thoroughly for 20 seconds. 	

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Intimate care	Children and staff	5 x 4 = 20	<ul style="list-style-type: none"> - Staff to always wear protective equipment when helping in the toilet areas and dispose of these appropriately - Wipe down surfaces before and after changing nappies 	
Applying sun cream	Children and staff	3 x 4 = 14	<ul style="list-style-type: none"> - staff to wear gloves and apron - staff member only to apply sun cream to children within their 'bubble' - Older children encouraged to do it themselves 	
Snack and lunch provision	Children and staff	6 x 4 = 24	<ul style="list-style-type: none"> - Staff to wear an apron and wash hands thoroughly - Surfaces, including tables and chairs to be cleaned thoroughly before and after snack and lunch - Snack and lunch time should either be staggered for each 'bubble' or taken in different locations to minimise interactions between each group - Children should be seated at least 2 meters apart where possible and supported with hand washing before eating - Children to bring in their own healthy snack in a sealed, labelled container. - Lunch to be eaten from a plate – lunch boxes to be left on the trolley 	
Visitors to setting	Children, staff and visitor	3 x 2 = 6	<ul style="list-style-type: none"> - No visitors will be allowed to enter preschool unless for vital work that has been prearranged. Those visitors will not be allowed into the main room and will be expected to follow strict procedures to reduce the risk of transmission, including but not limited to: <ul style="list-style-type: none"> • hand washing/sanitizing on entry and exit • shoe cleaning or shoe coverings • Strict adherence to 2 meters social distancing rules - All surfaces will be thoroughly cleaned and disinfected after visitor 	

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Deliveries	Staff and children	3 x 2 = 6	<p>has left</p> <ul style="list-style-type: none"> - Deliveries will be left at the door and wiped down before being brought into the setting - Food delivery should be left on the trolley outside and then cleaned before being brought into preschool - No interactions between staff and delivery drivers 	