



# Addlestone Preschool : COVID - 19 RISK ASSESSMENT

Response Stage	Trigger – level or risk	Key Actions	Who	Notes
<b>General</b> (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>• General reminders of hygiene</li> <li>• Effective handwashing facilities and soap available</li> <li>• Follow sickness procedure for ANY illness</li> <li>• No external visitors/deliveries to building</li> <li>• Staff advised to wash all clothes at home each day and shower</li> <li>• 1 designated member of staff to provide additional cleaning during sessions</li> <li>• COVID-19 operational manual for use</li> <li>• No lunch or snack provided (to be provided by parents as required)</li> <li>• Windows to remain open for ventilation</li> <li>• Only children who are symptom free or have completed the isolation period should attend the setting – health questionnaire for returning children/staff</li> <li>• Children not permitted to bring things from home into the setting unless deemed essential for well-being – these should be appropriately cleaned</li> <li>• Adequate supply of hygiene essentials and equipment – checked on regular basis and updated</li> <li>• All waste to be disposed of in a hygienic and safe manner</li> </ul>	All staff and committee agreed	These actions have been put in place to minimise the risk of spread during the autumn/winter term 2020  These actions were revised November 2020 in line with current government advice



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<b>Prevention</b>	Increased adult to adult contact - <b>high</b>	Markings on the floor, different arrival times, smaller groups, staff member takes children into preschool, parent does enter past gate. Hand sanitiser available for use by all children when entering premises. Parent stays outside of gate.	All staff	
	Contamination on surface of metal pegs - <b>high</b>	Children will access coat rack and hang bags independently then proceed to wash hands under supervision (sinks and hand sanitiser available at all times).	All staff	
	Close contact of multiple children - <b>high</b>	Temperature checks to be performed by staff each morning (above 37.8 return home with parent/carer). Teach good hygiene, sanitising stations available. 'Catch it, kill it, bin it' used. Activities at tables spaced at distance, outdoor classroom used wherever possible. Good ventilation doors/windows open where possible.	All staff	
	Close contact of multiple children and droplet transfer to resources - <b>high</b>	Resource boxes kept separate and regularly cleaned when in use/between sessions. Individual tables for children, spaced out for seated activities, spaces marked on the floor for story time/circle time discussion where possible.	All staff	
	Droplet transfer through poor hygiene practice (sneezing/touching face etc) - <b>high</b>	Teach children 'catch it, kill it, bin it'. Supervise handwashing (2 minutes singing happy birthday). Bin in each section and emptied regularly. Children taught new preschool rules (access to equipment, their groups and sharing resources)	All staff	
	Germs on hands - <b>high</b>	Regular hand washing throughout the session - supervised	All staff	



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	Close contact and transfer between multiple children at snack time and lunch time- <b>medium</b>	Snack/lunch will be brought from home, easy to access and eat independently. Drinks from own named bottle. Children will retrieve their own snack from their bags - to avoid multiple handling. Unwanted snack to be disposed of in bins provided. Supervised hand washing before and after snack. Sat on individual tables that are spaced out.	All staff	
	Increased child to child contact and droplet transfer when accessing outdoor area and resources - <b>medium</b>	Resources used to be regularly cleaned and in between groups/sessions. Divided into two areas, small groups of children, 1:4 ratio. Supervised hand washing when returning to building.	All staff	
	Adult to adult and child to child increased contact - <b>high</b>	Signage on gates to encourage social distancing. Markings on the floor, children called 1 by 1 to door, from individual tables. Only 1 parent to collect each child. Handles, rails, gate cleaned when all children have left the building.	All staff	
	Learning environment surfaces/resources harbouring germs - <b>high</b>	All toys, tables, chairs, toilets, kitchen and equipment to be cleaned ready for next session.	All staff	
	Child showing signs/symptoms of illness - <b>high</b>	Staff to use PPE provided (gloves/masks/aprons), isolate child, contact parent for collection and remain away from preschool until agreed return date. If expected COVID-19 symptoms to follow NHS guidelines and self isolation. Deep clean. If proves positive – all staff and children notified, testing required and decision on closure made.	All staff	



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	Mixed session (30hr children) – increased child to child contact - <b>high</b>	Children staying all day – temperature checked on arrival, hand washing between sessions.	All staff	
	Provision of resources: contamination risk <ul style="list-style-type: none"> <li>• Messy play - <b>high</b></li> <li>• Shared stationary – <b>high</b></li> <li>• Toilet use - <b>high</b></li> </ul>	New playdough each day. Sand cleaned/Milton used and changed regularly. Materials provided cleaned and replaced regularly. Own pot of stationary used and cleaned at the end of each session. Limit numbers in the toilet area, clean after every use.	All staff	
<b>Well-being</b>	Awareness and anxiety levels - <b>medium</b>	Explore emotions involved with COVID-19 and current restrictions, provide coping strategies during group discussions and 1-1 with key worker as required. Supported by germs topic, doctors role play area	All staff	
<b>Travel to/from preschool</b>	Transport arrangements - <b>medium</b>	Wherever possible staff and parents should travel to preschool alone, using their own transport	All	
<b>Staff Specific</b>	Staff knowledge - <b>low</b>	Risk assessments, policies/procedures, direct reporting lines/consultation, team meetings and planning. Access to PPE where required and understanding of correct use. Staff members should avoid physical contact with each other including handshakes, hugs etc.	All staff	
	Insufficient staff - <b>medium</b>	Rotas, sickness planning, procedures.	Manager	
	Anxiety levels - <b>medium</b>	Open channels of communication, training, support, guidance and helplines. Staff made aware of how/where to access test and trace. Access to PPE. Temperature checks. If made	A	



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		<p>aware that a member of staff requires shielding or is vulnerable a separate risk assessment will be completed.</p> <p>Staff training to be conducted online and specific training given 'COVID-19 infection, prevention and PPE' (November 2020)</p>		
<b>Visitor specific</b>	<p>Contractors – increased contamination, <b>high</b></p> <p>Prospective parents – increased contamination, <b>high</b></p>	<p>No visitors or contractors allowed during opening hours. Contractors given allocated time on a Friday afternoon (48 hour window before return to preschool)</p> <p>Prospective parents to be given virtual tour, prospectus to read and opportunity to ask questions on the phone/via email.</p>		
<b>COVID-19 SYMPTOMS</b>	<p>Child or adult displaying symptoms – current status <b>medium</b> (Sept 2020)</p>	<p>Follow procedures (flow chart) – PPE/2m distance/remove from group/ventilated area/reporting/testing</p>	All staff	<p>Follow COVID-19 procedures and actions.</p>