



Addlestone Preschool : COVID - 19 RISK ASSESSMENT

Response Stage	Trigger – level or risk	Key Actions	Who	Notes
General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> • General reminders of hygiene • Effective handwashing facilities and soap available • Follow sickness procedure for ANY illness • Staff advised to wash all clothes at home each day and shower • 1 designated member of staff to provide additional cleaning during sessions • COVID-19 operational manual for use • No lunch or snack provided (to be provided by parents as required) • Windows to remain open for ventilation as much outdoor learning as possible, open door throughout session wherever possible and weather permitting. Staff advised to wear extra layers and be prepared. Parents informed to provide appropriate clothing for children. • Only children who are symptom free or should attend the setting – health questionnaire for returning children/staff • Children not permitted to bring things from home into the setting unless deemed essential for well-being – these should be appropriately cleaned 	All staff and committee agreed	<p>These actions have been put in place to minimise the risk of spread during the autumn/winter term 2021</p> <p>These actions were revised November 2020 in line with current government advice</p>



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		<ul style="list-style-type: none"> • Adequate supply of hygiene essentials and equipment – checked on regular basis and updated • All waste to be disposed of in a hygienic and safe manner 		
Prevention	Contamination on surface of metal pegs - high	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 - high	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	
	Droplet transfer to resources - high	Resource boxes kept separate and regularly cleaned.	All staff	
	Droplet transfer through poor hygiene practice (sneezing/touching face etc) - high	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 - high	Regular hand washing throughout the session - supervised	All staff	
	Close contact and transfer between multiple children at snack time and lunch time- medium	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	All staff	



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		bins provided. Supervised hand washing before and after snack. Sat on individual tables that are spaced out.		
	Adult to adult and child to child increased contact - high	Signage on gates to encourage social distancing.	All staff	
	Learning environment surfaces/resources harbouring germs - high	All toys, tables, chairs, toilets, kitchen and equipment to be cleaned ready for next session.	All staff	
	Child showing signs/symptoms of illness - high	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. Staff encouraged to do additional LFT. Deep clean. If proves positive – all staff and children notified, testing required.	All staff	
	Provision of resources: contamination risk <ul style="list-style-type: none"> • Messy play - high • Shared stationary – high • Toilet use - high 	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	
Well-being	Awareness and anxiety levels - medium	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	



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Travel to/from preschool	Transport arrangements - medium	Wherever possible staff and parents should travel to preschool alone, using their own transport	All	
Staff Specific	Staff knowledge - low	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 - medium	Rotas, sickness planning, procedures.	Manager	
	Anxiety levels - medium	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 aware that a member of staff requires shielding or is vulnerable a separate risk assessment will be completed. Staff training to be conducted online and specific training given 'COVID-19 infection, prevention and PPE' (November 2020)	All staff	
Visitor specific	Contractors – increased contamination, high Prospective parents – increased contamination, high	No visitors or contractors allowed during opening hours. Contractors given allocated time on a Friday afternoon (48 hour window before return to preschool) Prospective parents to be given virtual tour, prospectus to read and opportunity to ask questions on the phone/via email.		



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COVID-19 SYMPTOMS	Child or adult displaying symptoms – current status medium (Sept 2020)	Follow procedures (flow chart) – PPE/2m distance/remove from group/ventilated area/reporting/testing	All staff	Follow COVID-19 procedures and actions.
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