



Risk Assessment form

Risk Area: Children, staff, parents, visitors		Carried out by: Sam Churn		Date 01/09/2020 Review date – Ongoing
Risk Identified	Who is at risk?	Level/Impact of risk	Control Measure	
Any person displaying symptoms	Children Staff Parents	Medium	<p>Any person displaying symptoms of COVID-19, and any member of their household, will not be allowed into the setting.</p> <p>Team members displaying symptoms, or any member of their household displaying symptoms – staff will not be allowed to enter the setting. They will be asked to take a COVID-19 test and remain away from the setting until the test results are received.</p> <p>Children or any member of their household displaying symptoms – All members of the household must stay away from the setting for a minimum of 14 days and until all members of the household are no longer displaying symptoms and are healthy enough to return to normal activity, according to Government guidance.</p> <p>Positive Test – If a member of the team or a child tests positively for COVID-19 the setting will be closed for fourteen days with immediate effect. All parents will be contacted, and the team and the children will need to isolate/quarantine as per the current government guidance. Any subsequent cases during the quarantine period will need to be reported to the management and that case must follow the government guidelines for quarantine.</p>	<p>COVID-19 is an ever changing disease, the government are updating guidance regularly. When any new guidance is released the risk assessment will be updated.</p> <p>Management at the pre-school have signed up to receive an email as soon as there is a change in the guidance.</p>
Dropping children off at the setting	Children Staff Parents	Low	At the start of each session the large gate, at the entrance to the car park, will be opened. The garden gate will be manned by Nicky who will greet the children. There will be a trolley at the front of the queue to put lunchboxes and drinks bottles on prior to the children entering the garden. The children will then say their goodbyes to their parents / carers and come into the garden to	



Risk Assessment form

			<p>wash their hands and put their belongings away. They will be supported by the team to do this. Parents and carers are asked not to come into the setting.</p> <p>To maintain social distancing, we ask for the dropping off of children to be done in a prompt manner with only one adult accompanying each child. To aid this there will be cones and markings on the car park floor.</p> <p>We are asking that a minimum amount of items from home come in with the children (spare clothes, nappies etc) and remind parents to ensure that all belongings are named.</p> <p>If you need to speak to someone at drop off time, Sam will be available to speak with in the car park.</p>	
Picking children up from the setting	Children Staff Parents	Low	<p>Collection during the day – Members of the team will bring your children down to the large car park gates if you are collecting or dropping your children off at either 11:30 or 12:45. We ask that when waiting for the children that you maintain social distancing and give other parents at least one metre of space between you and them. Should you need to collect your child for any reason during the session, if the main school gate is closed and you cannot access the buzzer please contact the pre-school on 023 8086 3176.</p> <p>At the end of the day parents will need to collect their children via the car park entrance. To maintain social distancing, we ask for dropping off children to be done in a prompt manner with only one adult accompanying each child. To aid this there will be cones and markings on the car park floor. The trolley with the children's lunch boxes and drink bottles will be by the garden gate for parents to collect their belongings. A member of staff will hand the children out to their parents/carers.</p>	



Risk Assessment form

			<p>If your child has had an accident / hurt themselves, during the day you will be given a copy of the report and not be asked to sign it on receipt.</p> <p>If you wish to speak to someone at pick up there will be a member of the team available to talk to in the car park</p>	
Visitors to the setting	Visitors Children Staff	Low	<p>All visits to the setting will be postponed, unless strictly necessary. If visitors are required to enter the setting, they will be expected to wash their hands-on arrival and follow all social distancing and hygiene measures as set out.</p> <p>Any visitors will be asked to remain outside during their visit.</p>	
Handwashing	Children Visitors Staff	Low	<p>Every person entering the setting will be asked to wash their hands as soon as they arrive. Handwashing will also be required after visiting the toilet, after blowing noses, before and after administering any first aid, before and after any food or drink, before and after helping children with toileting, before and after nappy changing, before and after helping children with cleaning of their hands and faces and before leaving the setting. Staff will be extra vigilant to ensure that all children are reminded and supported in hand washing throughout the session.</p>	
PPE	Children Staff	Low	<p>Members of the team will not be wearing masks</p> <p>Aprons and gloves will be worn when the team are supporting children in the toilet – SEE TOILET HYGIENE</p> <p>Aprons and gloves will be worn when the team are preparing any food items – SEE FOOD AND DRINK</p> <p>Gloves will be worn by staff when helping children to wipe their noses. The glove and tissue will then be disposed of in a lidded bin.</p> <p>Gloves will be worn by members of the team when dealing with any cuts and grazes – SEE MEDICATION AND FIRST AID</p>	
Food and drink	Children Staff	Low	<p>The pre-school remains a NUT FREE ZONE</p> <p>The pre-school will still be providing the children with snack during the day.</p>	



Risk Assessment form

			<p>We ask that all children bring in their own water bottle each time they attend. Water bottles should be labelled with your child's name. No fizzy drinks or fruit shoots please.</p> <p>Snack will be offered in the morning and in the afternoon. The team will prepare each snack individually wearing an apron and gloves. The team will pour the children's milk/water.</p> <p>The staff will maintain social distancing</p>	
Toilet hygiene	Children Staff	Low	<p>When changing nappies or supporting children with toileting staff will wear gloves and an apron. Toilets will continue to be checked regularly throughout the session to ensure they are clean and well stocked. In addition, staff will use anti-bacterial cleaner to clean sinks and toilets throughout the day. The toilets will receive a full clean at lunchtime and at the end of each session</p>	
Medication and first aid	Children Staff		<p>Any staff administering medication, or first aid will wash their hands before and after.</p> <p>They will wear gloves when dealing with any open wounds.</p>	
Free-flow play	Children Staff		<p>We will endeavour to operate as normally as we possibly can in order to minimise any anxiety that the children may have. Social distancing between the children and the team is not possible, however we will be having the outside areas open for the majority of the time to enable children to spread out during the session. Children will be encouraged to use the garden area and playground as much as possible during the day. Staff will ensure there are sufficient activities set up outside to encourage participation.</p>	
Toys, equipment, and resources	Children Staff		<p>Soft toys, cushions, blankets and rugs will be removed from the setting until further notice.</p> <p>Dressing up clothes and resources will be removed from the setting until further notice.</p> <p>Books have been separated into five different bags, labelled Monday-Friday. They will be stored for a period in excess of 72 hours. The current guidance is that any germs are killed off in that time frame.</p>	



Risk Assessment form

			We have reduced the number of toys in the pre-school room and they are on a 3-day rotation. This allows cleaning to be carried out.	
Cleaning	Children Staff		Staff will be cleaning frequently touched surfaces such as door handles, tabletops, play equipment and toys on a regular basis. Toilets are cleaned twice a day.	
Staff clothing	Children Staff		The team are encouraged to wash their clothes between each day of work.	
Checking temperatures	Children Staff		It is no longer Government guidance for us to take the children's temperatures during the day, however the team will remain vigilant and there are procedures in place to follow if a child is looking unwell.	