**All employers must conduct a risk assessment. If you have fewer than five employees, you don't have to write anything down.**

**Company name: Bollington Preschool- Operating during COVID-19 Pandemic**

**Date of risk Assessment: 09/09/2020 Carried out by Beth Ryan . Reviewed and updated March 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Likelihood** | **Severity** | **Risk Rating** |
| Children  | ChildrenStaff | * UK Government guidance being followed
* Only children who are symptom free (or completed the required isolation period)
* Record kept of all attendees and given to Cheshire East if required
* All Children and Staff to wash/sanitize hands on arrival
* All children wash hands regularly for 20 seconds
* Children to be reminded to about preschool rules, safety, not to touch face eyes nose and mouth.
* Children supported in an age-appropriate way steps they can take to keep themselves safe.
* Staff to be aware of children’s emotional needs
* Parents drop and collect children at the gate. To be met by a member of staff. Parents to keep social distance while waiting, keeping 2m apart. If this drop off causes severe emotional distress, then alternative arrangements can be discussed
* Always in line with staff to children ratios
* Information posters are present across site on hygiene, guidelines and social distasnce
* Regular cleaning of often touched areas. Cleaning schedule and toy cleaning Rota to be followed. Additional cleaning of resources may be necessary
* Distancing between those who may possibly need a sleep should be facilitated
* Children that attend 2 settings to be recommended only attending one setting- If necessary, to attend 2 settings leases with other setting to co-ordinate risk assessments/cleaning etc.
* It is reasonable that staff may ask parents at drop off if children or any members of the household have any of the symptoms of COVID-19. If yes, the child will not be allowed to enter or stay at the setting.
* Coats and bags to be left outside on rack to ease washing of hands upon entry.
* Families bringing children to the setting should be encouraged to walk and avoid non-essential public transport if possible
* Not to bring things in from home, unless causes negative impact on emotional wellbeing to leave it.
* From March 2021 groups/bubbles will no longer be kept separate. Preschool will be classed as a whole bubble.
* Children outside as they choose as ‘Free flow’ to resume March 2020
 | **Get some age appropriate resource to support children in their understanding of the current situation and keeping themselves safe-** **Complete- books acquired and staff use circle time to discuss with children** | **Beth Ryan** | **31/05/20****Complete Oct 2020** | **2** | **5** | **MEDIUM** |
| Parents  |  | * Only one parent to drop off
* Only parents who are symptom free and have completed the required isolation period should drop child off
* Parent to drop child off at Preschool gate and not enter the setting. A member of staff will collect child from parent, keeping 2meters apart.
* Communications to be sent via e-mail/social media or tapestry
* Parents to wear face coverings when dropping off and collecting children.
* Parents to maintain 2m social distancing on playground/car park
* Regular reminders sent to parents regarding Government guidelines and Preschool procedure
 | **Mark 2-meter section in car park for parents** | **Beth Ryan** | **31/05/20** | **2** | **5** | **MEDIUM** |
| Child or staff become unwell at workplace | ChildrenStaff | * UK Government guidance being followed
* Persons showing signs of COVID-19 are sent home at once and recommended following NHS guidelines online. Signs and symptoms include temp of over 37.8 new continuous cough and change to smell and taste.
* Whilst waiting to be collected the child should be isolated from others- room to be ventilate if possible, by opening a window. If need to use the bathroom, then use a separate toilet if possible. To be cleaned and sanitized after use.
* Staff member waiting with child to wear PPE if cannot maintain a 2-meter distance
* Workplace will be cleaned following UK Government guidelines. The person cleaning area should wear PPE
* Those who display systems should be tested for COVID-19. Those who test negative will be able to return to work if well enough to do so. Those who test negative should follow relevant Government guidelines
* Parents and Staff to be informed if there is a confirmed case of Coronavirus
* Best practice hygiene requirements are being followed.
* Managers communicating daily to assess and evaluate the risks
* Best practice social distancing of 2 meters is being followed as best as possible
* Information posters on hygiene are present on notice board and toilets
* Regular cleaning of often touched areas take place
* Staff that have helped those who are displaying symptoms do not need to go home unless they develop symptoms themselves. They must wash hands thoroughly for 2oseconds after contact with anyone that is unwell
* Waste from possible cases should be double bagged and put in a suitable secure place and stored until either a negative test result- then can be put in with normal waste. If test is positive, then must be stored for at least 72 hours before being put in general waste.
* Lateral flow testing is available for all members of staff- 22nd March 2021
 |  |  |  | **2** | **5** | **MEDIUM** |
| Health and Hygiene of staff/children and the environment | Childrenstaff | * UK Government guidance being followed
* Workplace will be decontaminated following UK Government guidelines
* Cleaner to be called to do deep clean
* Cleaning Rota to be followed
* Best practice hygiene requirements are being followed.
* Best practice social distancing of 2 meters is being followed as best as possible
* Information posters are present across site on hygiene
* Regular cleaning of often touched areas
* Building is closed to the public, so visitors not permitted
* Information posters are present at notice board
* Staff encouraged to use extra hygiene practices
* Soft toys, furnishings and toys that are difficult to clean will be removed.
* Sensory room to remain closed
* Children will not be allowed to bring in items from home unless absolutely necessary for their wellbeing
* Activities and resources used should be risk assessed by staff, considering the ability of resources to be cleaned.
* Equipment for staff should not be shared, e.g. tablets, stationary, cups
* Government guidance is that PPE is not needed to be worn by staff in Early Years setting to protect from COVID-19
* PPE should be worn when changing nappies, helping with intimate care, carrying out first aid and in preparation of food.
* PPE should be checked and reordered in advance to ensure that it does not run out.
* Health and Safety checks to be carried out on environment before reopening.
* If we are unable to have our food delivered as per normal, then alternative arrangements need to be put in place that follow food safety and hygiene standards.
* Resources to be grouped and rotated, allowing them to be easily cleaned or isolated for 72hrs.
* Sand play can be available, in small containers. To be wither thrown away or stored in a box for 72hrs before coming back out
* Soft furnishings that cannot be removed should be washed daily as per manufactures instructions, this incudes bedding, tea towels, towels etc.
 | **New Cleaning Rota needs to be made****New cleaning Rota for cleaning resourced needs to be made****Soft furnishing etc. to be removed** | **Beth Ryan** | **31/05/20** | **2** | **5** | **MEDIUM** |
| Staff  |  | * UK Government guidance being followed
* Staff should only be in work if symptom free, completed isolation period or can supply a negative COVID-19 test result
* Social distancing has been implemented the best of our ability
* Staff in the setting on a rota to meet the required demand. Those not in setting to carry at tasks and work at home/or be on the government Corona Virus Job retention scheme
* Staff meetings to be held via phone call/WhatsApp or zoom if possible. If meeting in the setting staff to keep social distancing and carry out hygiene practices
* Parent meetings cancelled. To be held over the phone if necessary
* No handshaking
* Social distancing of 2 meters between staff members where possible, e.g. no handshakes, hugs
* Staff should read all risk assessments and new procedures
* Staff should wear clean clothes to each shift, and if choose to wear their BPS apron this should also be washed and clean for each shift.
* Regular contact with staff to keep up to date with any concerns/upset or health problems
* Staff encouraged and should follow national guidelines when not in the setting.
* Staff instructed on cleaning and hygiene procedures and all staff to read current risk assessment.
* Staff to wear face coverings when taking children in and out of the setting/ to and from parents
* IF face coverings are disposed of at the setting staff are to wash hands before and after removing Mask to be kept in a sealed bag to take home. If disposable sealed bag should be placed in the bin.
* Lateral flow testing is available for all staff March 2021
 |  |  |  | **2** | **5** | **MEDIUM** |
| Vulnerable Employees |  | * UK Government guidance being followed
* Managers will find any critical vulnerable adults/or those who have a critical vulnerable family member at home.
* Pregnant workers will be told to self-isolate or work from home
 |  |  |  | **2** | **5** | **MEDIUM** |
| Self-isolation and wellbeing  |  | * UK Government guidance being followed
* NHS 111 online supplies advice on when to self-isolate and access to an online interactive and personal checklist ([Stay at Home Advice](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/))
* Early Years Manager to keep in contact o check on wellbeing and to talk about return to work where appropriate.
 |  |  |  | **2** | **5** | **MEDIUM** |
| Travel | Children staff | * UK Government guidance being followed
* Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers
* Employees are advised to limit the use of public transport
* Employees are advised to keep Social distancing whilst traveling
* Employees advised not to travel unless necessary
* Preschool will have not outings into the community with the children
 |  |  |  | **3** | **4** | **MEDIUM** |
| Visiting other sites and home visitsVisitors in setting |  | * All visits to other sites such as training courses have ceased
* All home-visits have ceased
* Currently not allowing visitors into the setting unless deemed essential. This includes parents of new starters, show round etc.
* Show rounds to take place after setting is closed. Setting to be cleaned before and after show round
* If visitor is deemed essential e.g SALT, Cheshire East complex needs, sensory inclusion team etc then the must have a risk assessment from their employee and be sent out setting risk assessment.
* All essential visitors to setting must follow our own policies and procedures in relation to COVID and briefed on them before arrival.
* Visits to take place outside if possible.
* Essential visitors may include tradesman such as plumbers, gas engineers
* From April 2021 setting will accept student placement/apprentice on strict criteria ( such as following all Government guidelines and BPS risk assessment and policies and procedures)and dependent and reactive to changes to COVID pandemic and Government guidelines
 |  |  |  | **1** | **5** | **LOW** |
| Other building users |  | * The downstairs of the building is only used by Bollington Preschool. No other users will enter the building. Access to upstairs does not require entry into downstairs
* Car park is used by local residence. They do not access the inside of the premises or gated area of the outdoor space
 | **Put social distancing signs in car park** | **Beth Ryan** | **Nov 2020** | **1** | **5** | **LOW** |
| Committee and Staff meetings |  | * UK Government guidance being followed
* Committee are not attending site
* Committee are being kept up to date via email and telephone.
* Committee meeting to be held via zoom.
 |  |  |  | **1** | **5** | **LOW** |
| Food/drinks | **Children****staff** | * Snack to be prepared for children, so children to be asked which fruit/food they would like. This is to limit the amount of people touching the fruit. Also avoid children being able to cough and sneeze over the food for group
* Children and staff bring in their own lunch and have been advised to be disposable or to be in a container/lunchbox that can be easily washed and sanitized.
 |  |  |  | **1** | **5** | **LOW** |
| Local/national lockdown | **Childre****Staff** | * Manager to keep up to date with national and local guidance and to ensure it is being followed.
* To work with local, regional and national team
* Encourage use of NHS Test and Trace
* Seek advice and support from agencies such as Cheshire East and Public Health England
* If allocated Tier to follow legislation and guidance relating to specific tier. Manager to review when this occurs and distribute specifics.
* In the event of preschool closing, thought must be given to someone attending the building regular to ensure safety and check and run water to prevent legionella.
 |  |  |  | **1** | **5** | **LOW** |
| Tooth brushing | **Children****Staff** | * Tooth brushing programme currently suspended. Due to be reviewed October half term,
* Tooth brushing reviewed and decided to continue to suspend programme
 |  |  |  |  |  |  |

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Risk Profiling Chart

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LikelihoodXseverity | 5 | 4 | 3 | 2 | 1 |
| 5 | 25 | 20 | 15 | 10 | 5 |
| 4 | 20 | 16 | 12 | 8 | 4 |
| 3 | 15 | 12 | 9 | 6 | 3 |
| 2 | 10 | 8 | 6 | 4 | 2 |
| 1 | 5 | 4 | 3 | 2 | 1 |

 LOW:

 1 – 6

 MEDIUM:

 7 – 12

 HIGH:

 13 - 25