

Little Fingers Pre-school Risk Assessment - COVID-19

Person responsible	All employees
Assessor	Leanne Shuttleworth
Area	Entire pre-school site
Address	The Gospel Hall, Vernham Dean, Andover, Hampshire SP11 0LD
Date of risk assessment	3rd September 2021
Date of previous risk assessment	30th June 2021
Date of review	29th October 2021 - <i>or before if necessary</i>
Signed	

- UK Government guidance being followed
- The DfE guidance “Early years and childcare COVID-19 guidance” is being followed
- Compassion and care towards the children will be consistent and in line with our existing policies, pre-COVID-19
- All children and employees of Little Fingers Pre-school are considered to be a “bubble”.
- Record kept of all attendees.
- Children will not be expected to “social distance” but staff, parents/guardians and carers will be expected to adhere to “social distancing guidelines”.
- EYFS staff:child ratios will always be adhered to.
- Parents/guardians and carers (to include a nanny, employed by the family) are able to form a childcare bubble with one other household for the purpose of informal childcare for children aged 13 years and under.

HAZARD	HARM	WHO IS AT RISK	ACTIONS BEING TAKEN TO LOWER RISK / HAZARD	PRE-ACTION RISK LEVEL	POST ACTION RISK LEVEL
PRE-SCHOOL BUILDING AND FACILITIES					
Congestion at pre-school entrance	Spread of COVID-19	Any individuals on site - parents/guardians/carers visitors, employees and children.	<p>All parents/guardians/carers are required to observe the social distancing guidelines.</p> <p>Families are encouraged to send one parent/guardian/carer to include a grandparent or nanny (employed by family) to drop off or collect.</p> <p>Parents/guardians/carers are not permitted to enter the setting or gather outside the pre-school.</p> <p>Parents/guardians/carers to remain in their cars or wait on the opposite side of the road and wait to be called over by a member of staff.</p> <p>Parents/guardians/carers are encouraged to wear a face covering when dropping off and collecting the children. Staff on duty will wear a face shield and/or a face covering.</p> <p>Parents/guardians/carers to remain at the bottom step and encourage children to walk up the steps and through the gate to the member of staff on duty.</p>	High	Low
Using public transport or shared vehicles	Spread of COVID-19	Any individuals travelling to pre-school – parents/guardians or carers, employees and children. Members of the general public.	<p>Parents/guardians/carers and employees are encouraged to walk to pre-school rather than use a car and avoid public transport where possible.</p> <p>If possible the same parent/guardian/carer to drop off and collect.</p>	High	Low

			The sharing of the school-run is encouraged with just one other household, where possible.	High	Low
Transmission of virus from visitors	Spread of COVID-19	Any individuals on site – parents/guardians or carers, employees, children and visitors.	<p>Parents/guardians/carers are encouraged to wear a face covering when dropping off or collecting the children. Staff to wear a face shield and or face covering.</p> <p>Parents/guardians/carers to drop off children at the entrance gate & must not enter the pre-school.</p> <p>Visitors restricted to only those critical to running of the setting.</p> <p>Only necessary maintenance carried out by external contractors e.g. emergencies, and preferably outside normal pre-school hours.</p> <p>Parent/guardian face to face meetings are permitted following Government guidelines.</p> <p>New families only permitted to view the pre-school after pre-school hours when children are not in attendance. Social distancing guidelines will be observed and face coverings worn.</p> <p>Visitors asked to sign a visitor declaration form on arrival.</p> <p>Settling in sessions to take place away from the other children and outside, where possible.</p> <p>All recruitment to take place online.</p> <p>Other users of The Gospel Hall, no longer entering the building.</p>	High	Low

Contaminated workplace	Spread of COVID-19	Employees, children and family members.	<p>Workplace decontaminated following UK Government guidelines.</p> <p>Best practice hygiene requirements are followed.</p> <p>Regular cleaning of frequently touched areas.</p> <p>Building is closed to the public.</p> <p>Guidance and information posters on hygiene present throughout site.</p>	High	Low
PRE-SCHOOL ROOM					
Number of children in room	Spread of COVID-19	Employees, children and family members.	<p>All the children attending the pre-school and the staff are considered to be a “bubble”.</p> <p>Room re-arranged to allow more space between children.</p> <p>Room to be well ventilated at all times.</p>	High	Low
Transmission of virus whilst eating	Spread of COVID-19	Employees, children and family members.	<p>No self-serve or sharing food or equipment.</p> <p>Children bring in their own, named water bottles and wipeable packed lunch boxes from home.</p>	High	Low
Transmission of virus via toys and resources	Spread of COVID-19	Employees, children and family members.	<p>Remove items that are not easily cleaned i.e. soft furnishings and soft toys.</p> <p>Toy rotation system in place.</p> <p>Water play only used with a small group of children at one time and then water disposed.</p>	Medium	Low

			Malleable material activities e.g. play-dough / cooking, will only take place, if it can be guaranteed that individual use can be applied i.e. each child has their own container/pot/utensils.	High	Low
OUTDOOR AREA					
Transmission of virus between individuals	Spread of COVID-19	Employees, children and family members.	<p>Employees observe social distancing guidelines where possible.</p> <p>Children are encouraged to use the outside space. Toys are cleaned after use.</p> <p>Staff are required to self-test for COVID-19 using the supplied Lateral Flow Testing kits twice a week and report the result to pre-school. Staff to follow SOP if they test positive.</p>	High	Low
CHILDREN					
Child bringing COVID-19 into setting	Spread of COVID-19	Employees, children and family members.	<p>Parents/guardians/carers to take the child's temperature before attending pre-school, if concerned.</p> <p>Parents/guardians/carers to inform pre-school by 8 am if child is not attending & reason for absence.</p> <p>Children not to attend if found to have any COVID-19 symptoms: high-temperature, new and persistent cough, loss of taste or smell, sickness or diarrhoea.</p> <p>Children not to attend if fever-masking medication such as Calpol has been given after 4 am on the day of attendance (10 am for children attending afternoon sessions).</p> <p>Early years practitioners will monitor the children throughout the day.</p>	High	Low

			<p>Children only attend pre-school, if fit and well.</p> <p>Where a child attends another setting, we will ask to see the other setting's policies/procedures and risk assessments.</p>		
STAFFING					
Transmission of virus between individuals	Spread of COVID-19	Employees	Staff are required to self-test for COVID-19 using the supplied Lateral Flow Testing kits twice a week and report the result to pre-school. Staff to follow SOP if they test positive.	High	Low
Reduced numbers of employees on site leading to insufficient qualified staff	Not meeting EYFS requirements	Children and employees	<p>Pre-school Manager to maintain list of employees who meet criteria in case of absence or illness</p> <p>Ensure at least one of each of the following are on site:</p> <ul style="list-style-type: none"> • Paediatric first aider • Designated Safeguarding Lead • SENCo • Senior Management Member 	Medium	Low
Employees not adhering to COVID-19 policy and procedures	Spread of COVID-19	Employees, children and family members.	<p>Ongoing COVID-19 Safe Operating Procedures training carried out with all employees.</p> <p>Employees to regularly read the new COVID-19 policies and procedures.</p> <p>Guidance and information posters displayed across the setting, including in the kitchen, toileting areas and outside area.</p>	High	Low
Transmission of the virus through clothing	Spread of COVID-19	Employees, children and family members.	<p>Relax standards on required uniform to allow employees to change clothes easily.</p> <p>Clean clothing to be worn daily.</p>	High	Low

Vulnerable or anxious employees	Harmful to physical and mental health	Employees	<p>Pre-school Manager to hold regular catch ups with working employees, offering support with anything they may need.</p> <p>Employees made aware of well-being resources on the internet.</p> <p>Vulnerable employees advised to contact GP.</p>	High	Low
Transmission of the virus through bodily fluids	Spread of COVID-19	Employees, children and family members.	Employees to use gloves and aprons in high-risk situations, such as nappy changing, first aid or dealing with spillage of bodily fluids.	High	Low
CLEANING AND HYGIENE					
Transmission of the virus due to hygiene	Spread of COVID-19	Employees, children and family members.	<p>Frequent and thorough hand cleaning is regular practice. Children clean their hands regularly. This is done with soap and water or hand sanitiser.</p> <p>High-contact points are cleaned & disinfected on a regularly ie: door handles, light switches, the telephone and tablet screens.</p> <p>Cleaning rota in the morning and afternoon and when the children have left the setting. Toilets/ bathroom areas to be cleaned more regularly. Cleaning schedules recorded by Pre-school Manager and all the staff. Information hygiene posters are present across site.</p> <p>Increased use of PPE to provide protection for employees, e.g. disposable gloves, aprons.</p> <p>Relaxed uniform requirements to allow employees to change clothes frequently.</p> <p>Children to use individual pots and containers when playing with malleable resources.</p>	High	Medium

			<p>Increased hand washing and discouragement from coughing into hands. Phased hand washing to be carried out for all children entering the building. Adults to wash hands / use sanitiser on arrival at setting.</p> <p>Employees to be discouraged from non-essential contact with each other.</p> <p>All pre-school employees to take responsibility for cleaning, meeting standards and ensuring a high level of cleanliness throughout the setting.</p> <p>Appliances (kettles, microwave etc. to be cleaned before and after each use.</p>	High	Low
Transmission of the virus from contaminated waste	Spread of COVID-19	Employees, children and family members.	All waste produced from a person with symptoms of COVID-19 must be dealt with in accordance with Government guidelines, i.e. kept separately for 72 hours and not immediately placed in general waste.	High	Low
SUSPECTED OR CONFIRMED COVID-19 CASES					
Transmission of the virus from a child or employee displaying symptoms	Spread of COVID-19	Employees, children and family members.	<p>Child or employee sent home and must self isolate in line with NHS guidance.</p> <p>Child showing symptoms must isolate, away from other children and staff with an employee until collected.</p> <p>Employee must be wearing a face mask, face shield, apron and gloves.</p> <p>Isolation area will be thoroughly cleaned once the child has been collected.</p>	High	Medium

			<p>Child or employee to have a COVID-19 test, inform pre-school of results, and not return to pre-school unless the result is negative (proof of test will be required) and once they are well.</p> <p>Parents/guardians/carers to be informed immediately.</p> <p>Pre-school Manager to contact PHE HPT if the symptomatic person is admitted to hospital, or refuses testing, there are a cluster of possible cases/unexpected increase in absenteeism or the possible case has a definite link to a confirmed case.</p>	High	Low
Transmission of the virus from a confirmed case in a child or employee	Spread of COVID-19	Employees, children and family members.	<p>Parents/guardians/carers will be informed immediately.</p> <p>Positive tests will be reported to Ofsted and PHE HPT, by the Pre-school Manager, and advice sought. (As we are a small pre-school, it is likely that the employees and children must self-isolate for 14 days before returning to pre-school).</p> <p>Any person testing positive for COVID-19 isolates for ten days excluding the day of onset. Household isolates for 10 days.</p> <p>The pre-school will follow our Outbreak Management Plan and seek advice from the LA and PHE.</p>	High	Medium
Unable to contact parents/guardians or carer if child is displaying symptoms	Spread of COVID-19	Employees, children and family members.	<p>Updated emergency contact details form received.</p> <p>Emergency contact can be contacted.</p>	High	Low

TRIPS, OUTINGS AND EVENTS					
Transmission of the virus	Spread of COVID-19	Employees, children and family members and general public	<p>Trips (with the children) to local outdoor areas can still be carried out, having carried out the necessary risk assessments.</p> <p>Upcoming (including fundraising) events that included mass gatherings, are suspended.</p>	High	Low
VISITORS					
Transmission of the virus	Spread of COVID-19	Employees, children and family members and general public	<p>Prospective parents/guardians/carers to visit the pre-school outside normal pre-school hours.</p> <p>Settling in sessions are carried out in the garden area and away from the other children.</p> <p>Training providers, learning mentors etc. are to carry out all meetings remotely.</p> <p>Any visitors to the pre-school undergo thorough risk assessments to ensure all safety measures are in line with current government advice.</p> <p>Visitors are only permitted on site in essential circumstances i.e. external professionals implement in child's wellbeing and development.</p> <p>Deliveries are left at the entrance gate.</p> <p>Information posters on hygiene are located at the entrance and across the site.</p> <p>The building is closed to the general public and its patrons no longer enter the building.</p>	High	Low

			Track and Trace - Close contacts will now be identified via NHS Test and Trace . Education and childcare settings are no longer be expected to undertake contact tracing.	High	Low
TRAVEL					
Transmission of the virus	Spread of COVID-19	Employees, children and family members.	<p>Parents/guardians/carers and employees to notify the Pre-school Manager of any travel plans that involve staying away from home and in particular foreign travel that might involve a period of quarantine.</p> <p>Staff members and families are directed to adhere to travel rules for each area.</p> <p>Employees are advised to limit the use of public transport, maintain social distancing and not to travel unless absolutely necessary.</p>	High	Medium
VISITING OTHER SITES & HOME VISITS					
Transmission of the virus	Spread of COVID-19	Employees	<p>All visits to other sites, such as training courses have ceased.</p> <p>All home visits have ceased.</p> <p>All visits/meetings to committee members houses have ceased.</p>	High	Low

MEETINGS - STAFF AND COMMITTEE					
Transmission of the virus	Spread of COVID-19	Employees and committee members	<p>Staff meetings to be held after pre-school hours or via video conference.</p> <p>Committee meetings can be held at the setting following Government guidelines or via video conference.</p> <p>Committee kept up to date via email and telephone.</p>	High	Low