

COVID -19 RISK ASSESSMENT

The Reopening of Bolnore Village Preschool from 7th September 2020

	Severity								
	1	2	3	4	5				
Likelihood	1	1	2	3	4	5		1 - 5	Low risk - acceptable, monitor
	2	2	4	6	8	10		6 - 15	Medium risk - acceptable, subject to guidance
	3	3	6	9	12	15		16 - 25	High risk - unacceptable, activity must not proceed
	4	4	8	12	16	20			
	5	5	10	15	20	25			

Who is at Risk		Likelihood	Chance	Description
A	Pre-school staff	1. Very unlikely	0 - 20%	The event may occur only in exceptional circumstances
B	Parents	2. Unlikely	21% - 40%	The event could occur at some time
C	Children	3. Moderate	41% - 60%	The event will occur at some time
D	Volunteers	4. Likely	61% - 80%	The event could occur in most circumstances
E	Other Agencies	5. Very likely	81% - 100%	The event will occur in most circumstances

Severity	Description.
1. Negligible	Minor first aid treatment causing minimum work interruption. Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.
2. Minor	Injury requiring first aid treatment. Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.
4. Major	Permanent or life changing Major trauma related illness resulting in self harm and long term incapacity requiring medical treatment and/or counselling.
5. Fatalities	Single or multiple deaths. Extreme mental health issues leading to suicide.

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HAZARD	WHO IS AT RISK	LIKELIHOOD	SEVERITY	CONTROL MEASURES IN PLACE	RISK
Children and staff onsite – cross contamination	A,B,C	5	3	<ul style="list-style-type: none"> • UK Government guidance being followed • Parents informed of control measures in place and receive risk assessment in advance of opening • The preschool will operate as a whole bubble from September 2020 • Record kept of all attendees • All adults and children over 11 years old (except staff) will be expected to wear face coverings • All children are to wash hands with their parents on entering the foyer before entering the main hall • Good hygiene standards maintained during the session • At the end of the session, as children are handed over to their parents, parents must wash their hands in the foyer WC • Parents are to wait outside of the building until invited in. If a queue forms, a minimum of 1m must be kept between families • Only 3 families in the Foyer at any one time • 1m distance must be maintained between parents and staff. • Ideally parents will not enter the hall. However we appreciate that this is a new term and some children may need support when entering the hall. If necessary parents can enter the main hall through the main doors, help their child to settle with their key person before exiting through the kitchen fire door, manned by a staff member. There will be a maximum of 5 parents allowed in the main hall at any one time (only one parent/carer per child) • Parents asked to be vigilant when monitoring their own 	15

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				<p>child’s health and to keep them at home if they are in any way unwell.</p> <ul style="list-style-type: none"> • Staff to children ratios maintained at all times. • Children will not be separated whilst in the preschool hall, however, children will be discouraged from grouping tightly together during snack, adult led activities and story times, • All staff First Aid trained. Mobile phone on site – Holly and/or Fay are contactable during session times • Information posters are present across the site for hygiene and to remind parents of the expectations on social distancing and entering the building • Staff use individual tablets for Tapestry • Regular cleaning of frequently touched areas • All toys and furniture to be cleaned before being put away in to the cupboard at the end of every day • Sand kitchen area will be open and cleaned regularly • Staff and parents are advised to wash clothes after every visit to preschool on a 60 degree wash 	
An infected person enters the premises		3	5	<ul style="list-style-type: none"> • UK Government guidance being followed • The Woodside is now open to other users. In any communal areas, face masks must be worn. • Deliveries are left outside, at the main entrance • Information posters are present at entrances • Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies. • Best practice hygiene requirements are being followed • Frequently touched areas cleaned at the end of every session • All fundraising events cancelled until further notice 	15

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				<ul style="list-style-type: none"> • Others users of the hall will follow strict cleaning guidelines • Parents are asked to drop off between 9 & 9.30am and collect between 3 & 3.30pm to avoid large queues and aid social distancing • Parents reminded to keep symptomatic children at home until test is carried out • Parents reminded not to allow their children to attend for 14 days if someone they have been in close contact with has tested positive. 	
A child/member of staff becomes ill whilst onsite		3	5	<ul style="list-style-type: none"> • UK Government guidance being followed • Staff showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online and access a test asap • Children showing signs of COVID-19 - parents will be contacted immediately and asked to collect their child. The child will be separated from all other children and one member of staff will supervise them. The accompanying staff member will be wearing full PPE. Parents will be advised to call 111 to access a test and details of their local testing centre. • If the test is positive all children and staff at preschool will be sent home and told to self-isolate for 14 days • The setting will be decontaminated following UK Government guidelines • Best practice hygiene requirements being followed • Best practice social distancing of 2 meters where possible or 1m if necessary maintained at all times outside of the main hall. • Information posters on hygiene are present around the setting, foyer, toilets and entrance. 	15

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				<ul style="list-style-type: none"> • Staff use individual tablets for Tapestry • Regular cleaning of frequently touched areas take place • Toys and furniture to be cleaned at the end of every session • Staff only to access the main toilets. Disabled toilet available for parents in foyer. • In the event of an outbreak, a RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) will be made to HSE (health and Safety Executive) 	
Vulnerable staff members	A	3	5	<ul style="list-style-type: none"> • UK Government guidance being followed • Certain vulnerable employees have been identified • Vulnerable employees are now able to work, future guidance to be followed if R rate rises 	15
Travel	A,B,C	3	5	<ul style="list-style-type: none"> • UK Government guidance being followed • 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 absolutely necessary 	15
Visiting other sites and Pre-school vistors	A,B,C,D,E	2	5	<ul style="list-style-type: none"> • All visits to other sites such as training courses have ceased • All home-visits have ceased • Any prospective parents visiting the setting will be asked to wash their hands before entering the hall, to wear a mask and remain socially distanced at all times • Outside agencies needing to work with a child in our care can now visit however they must wash their hands before entering the main hall, wear a mask when possible (i.e. when not directly talking to the child) and remain socially distanced where possible 	10

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Other building users	A,B,C,D,E	3	5	<ul style="list-style-type: none"> All other hirers of The Woodside have been asked to perform their own risk assessment, to follow government guidelines and to conduct a strict cleaning routine after use 	15
Staff meeting	A,B,C	3	3	<ul style="list-style-type: none"> Staff will now have a staff meeting on a Friday afternoon. Seating will be arranged to avoid close contact 	9
Safeguarding	A,B,C,D,E	3	3	<ul style="list-style-type: none"> All staff continue to be responsible for the safeguarding of all children and families and reminded of reporting procedures In the event that both safeguarding leads were taken ill and not onsite, all staff are aware of MASH contact details and a senior staff member will be appointed to lead the referral if necessary. Usual risk assessments and daily checks apply Additional time and resources in place specifically to maintain stringent hygiene standards during pandemic Emergency contact details are updated– parents returning from last academic year will be asked to update all contact information Adequate staffing ratios maintained at all times First aider always onsite Mobile phone onsite and Holly and/or Fay will be contactable during session times Any vulnerable or disadvantaged children, children with and EHCP and children with any SEND requirements will have regular contact with the SENDCo and their needs will be met appropriately, according to their individual circumstances 	9

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