Alphabets Pre-School **RISK ASSESSMENT FORM**

Risk assessment of - Coronavirus Date- 27/5/2020

Please record a summary of the key hazards identified and the actions to reduce or eradicate the risk.

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| **Entry** | **Hazard**  Identified Problem | **Risk**  What or whom is at risk of harm? | **Priority**  Low (L)  Medium (M)  High (H) | **Action** | **Person responsible** | **Follow up Action** |
| 1 | Contact with persons suffering from Coronavirus | Employees  Children  Visitors | H | Persons suffering with coronavirus symptoms are to self-isolate for 7 days, their household members should self-isolate for 14 days, and they must follow appropriate government guidance. COVID-19 testing will be requested by the management for any staff or children who show symptoms.  If an employee, child or visitor tests positive for Coronavirus, they must tell the manager who will liaise with the committee.  Children who show coronavirus symptoms at the setting will be immediately collected. Children will be kept isolated and under the supervision of one adult (in full PPE) until collected.  All surfaces that the person has been in contact with must be cleaned. | Manager & All staff  Committee | Guidance and recommended actions from Gov.Uk, HCC & EYA to be followed wherever possible.  [https://www.gov.uk/government/publications/guidance to-employers-and-businessess-about-covid-19](https://www.gov.uk/government/publications/guidance%20to-employers-and-businessess-about-covid-19)  Gov.uk – Implementing protective measures in education and childcare settings  Control measures will be revised and updated as guidance is released |
| 2 | Contact with persons who may have been exposed to Coronavirus | Employees  Children  Visitors  Household members of the above. | H | Employees or children who are potentially infected with coronavirus, through their contact with a person who has been tested positive for COVID-19, are to self-isolate in accordance with the government guidance for 14 days.  Other persons of the household, of a child/staff member self-isolating because of exposure to a COVID-19 positive person at preschool, will not be required to self-isolate unless: the self-isolating child/staff member develops symptoms; or, other members of their household develop symptoms. | Manager & all staff  Committee | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/coronavirus>  Gov.uk – Implementing protective measures in education and childcare settings |
| 3 | Contact with packages which may have been exposed to a person with coronavirus.  Any item from an external source is a potential risk, i.e. food, stationary, post, and deliveries or items from the homes of children/staff (lunch boxes/ clothes). | Employees  Children  Visitors | H | Staff to wear disposable gloves when handling deliveries/ post/ food items.  Packaging & gloves to be double bagged after use for disposal  Staff will use gloves and apron when handling food for the children/ assisting with lunch  Lunchboxes to be cleaned with anti-bacterial wipes/ spray before storage in the fridge.  A drink bottle for each child to be provided by the parents, and kept on-site, and cleaned daily.  Children/staff will be required to wear fresh clothes to each session. Children will need 1 bag containing a change of clothes, this bag is to stay at the setting until required. | Manager & all staff | Control measures will be revised and updated as guidance is released |
| 4 | Disposal of waste that may be contaminated by a coronavirus sufferer | Employees  Children  Visitors | H | All waste that has been in contact with the relevant person including tissues and masks, if used, should be put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual test negative, this can be put in the normal waste. Should the person test positive, the current government guidelines are to keep the waste for at least 72 hours before disposal via the normal waste route. | Manager and all staff | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website  Control measures will be revised and updated daily as guidance is released  COVID-19: cleaning in non-healthcare settings. |
| 5 | Contracting and spreading of infection | Employees  Children  Visitors | H | Basic infection controls should be followed as recommended by the government  **Effective Infection Protection and Control:**  *Avoiding contact with coronavirus-infected persons/items:*   * See hazards 1 and 2. * Decontamination, see hazard 4– and follow advice/guidance from the government * Additional PPE must be used where there is an individual with suspected coronavirus – disposable face masks and face shields have been provided * Only children who are symptom free or have completed the required isolation period are able to attend * Only staff who are symptom free, have completed the required isolation period or achieved a negative test result will be allowed to work * No visitors will be allowed into the setting unless absolutely necessary * A ‘no toys/items from home’ policy has been established during this time   *Infection risk from coughs and sneezes:*   * Staff and children to cover their mouth and nose with a tissue or sleeve (not their hands) when they cough or sneeze. Staff to use gloves when handling tissues used to clean droplets from the coughs/sneezes of children. * Put used tissues in the bin straight away * Staff to wash hands after exposure to cough/sneeze. Children to wash hands/ use hand sanitizer after a cough/sneeze?   *Enhanced cleaning and hygiene methods:*  Personal,   * Staff and children must wash their hands/use hand sanitiser on arriving at preschool. * Staff and children to clean hands with soap and water regularly throughout the day – using hand sanitiser gel if soap and water are not available. Hand sanitiser will be available in the foyer, main room, kitchen and garden * Everyone encouraged to not touch their eyes, nose or mouth if their hands are not clean * Staff to bring their own food to work & none to left in the fridge/freezer or kitchen for the next day. Staff bringing lunch must supply this in a hard plastic container & it will be sanitised on arrival * Staff/children must wear clean clothes each day (eg not wear the same pair of jeans more than 1 day before washing them)   Masks are not a requirement. The benefits are shown to be for those around the person wearing the mask, as masks limit the travel distance of coughs/sneezes made by the mask wearer. If staff would prefer to wear them, including homemade, agree this with the manager. Alphabets has purchased disposable masks for staff to use if required.  *Enhanced cleaning and hygiene methods:*  Setting,   * Staff aware of additional cleaning responsibilities * Clean and disinfect frequently touched objects and surfaces * Clean the setting on a daily basis, including frequently touched surfaces (railings, tables, equipment, door handles & toys) * Windows to be opened for ventilation * Staff to only use disposable cloths * Staff to wear aprons, gloves & masks for cleaning * Wherever possible soft furnishings have been removed from the setting * Windows will be opened to allow for airflow   *Social distancing methods:*   * Parents/carers to be informed of procedures for dropping off & collecting children to prevent gathering * Staff to social distance from each other and any other adults visiting the setting (eg parents, Parish staff etc) * Lunch & breaks of staff to be staggered to minimise social gatherings * Use of space allocated to reduce children mixing with other children & staff * Lunch tables to be separated & children spread out where possible * Make good use of outdoor space as often as possible * Use of communal areas indoors restricted * Staff advised not to car share to travel to and from work * Staff to be aware of travel guidelines if having to use public transport to get to & from work * Staff to implement controls to prevent overcrowding and ensure social distancing between adults * Rotas/smaller working groups to be used to reduce the number of children and adults each individual is exposed to   *Management of infection control practises,*   * Complete the COVID-19 daily management checklist * Complete the Covid-19 daily cleaning checklist. (Daily checklist of cleaning has been created) * Refer to the Covid-19 risk assessment & ensure all staff are aware of its contents and new protocols.   *Other,*   * Contact details for staff & children need to be kept up to date * Risk assessments to be completed for any staff & children that are vulnerable – eg new & expectant mothers, medical conditions * Posters re social distancing, hand washing etc to be displayed through the setting |  | Persons worried about symptoms should use the NHS111, only call if they cannot get help online, and not go to their GP or other healthcare centre.  Testing is available for all with symptoms  Where there are symptoms, employees are strongly recommended to take part in the government’s testing programme for Covid-19 and ensure that the results are communicated to management. If the test results reveal that the individual has contracted Covid-19, action will be taken & a decision made on when they can return to work. |
| 6 | Staffing levels in line with ratios | Employees  children | H | Audit of staff carried out to ascertain availability, and the safe return to work for individuals.  Plan is in place to ensure children are in ratio at all times  Contingency plan has been developed to cover staff absence/sickness. |  |  |
| 7 | Staff anxiety | Staff | M | Staff meetings held virtually to share expectations with all staff and to address concerns.  One to one opportunities available to allow staff to express concerns.  Access to well-being and mental health support communicated & shared with staff |  |  |
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Completed by Kate Mckillen/Rebecca Morgan-Walsh Manager’s name Hannah Barfoot

Signature K Mckillen/R Morgan-Walsh Signature H Barfoot

Date 27/5/2020 Date 29/5/2020

I have read & understood this risk assessment

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| Name & signature | Date |
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| Review date | Any issues/changes | Person amending |
| 24/6/2020 | At team Zoom meeting staff mentioned that the cleaning fumes were giving them headaches. Staff to wear masks when cleaning. | Kate Mckillen |
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