

**Re-opening Pre-School:
COVID-19
Risk Assessment**

May 2020
Updated Aug 2020

This risk assessment is to be used in conjunction with the return to Pre-School COVID policy			
Prospective risks?	Who is affected?	Control measures	Responsibilities
<ul style="list-style-type: none"> • Groups of children playing and not socially distancing 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • Children split into bubble groups with the correct staff to child ratio as laid out in the statutory framework • Children will spend their sessions in one room with staggered outside playtime • Children will remain in these groups throughout the day/week and with the same staff members to the best as is practical • Snack and lunches will be delivered in each of these rooms separately brought in from home • Cleaning equipment available to each room/ group • Toys boxed and labelled for use of each day • Toys not to be played with packed away 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Flow of children and staff around setting to minimise spread 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • Bubble groups • Groups stay in their own rooms with staggered arrival/ drop off places • Groups take snack and lunches in their rooms • Groups will go outside at staggered times 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Visitors 	<ul style="list-style-type: none"> • Children • Staff • Visitors 	<ul style="list-style-type: none"> • All visitors in the pre-school rooms will be signed in and out with contact details if they need to be contacted through the test and trace system • Parents settling their children in will only remain in their child's specific bubble to minimise risk 	
<ul style="list-style-type: none"> • Minimising spread of virus 	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Masks/ visors/ gloves will not be used in session as in line with current guidance • Only protective equipment would be worn as per the norm i.e. aprons and latex gloves for nappy changes/ toileting etc • PPE would be worn if necessary if a child is to be quarantined 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • Staff team

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<ul style="list-style-type: none"> • Are the church room safe/ clean/ secure and able to be used 	<ul style="list-style-type: none"> • Staff • Management • Church 	<ul style="list-style-type: none"> • Liaise with church to ensure they realise/ understand their responsibilities (Deep clean/ Gas safety certificate/ Legionnaires check) in opening a church that is safe, secure and ready 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • Minister/ Church Council
<ul style="list-style-type: none"> • Door handles 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • Internal Pre-School doors will be propped open (where possible, aligning with fire policy procedures and safeguarding practices) from Gov guidance: re fire, to minimise touching of handles etc • Door handles will be cleaned constantly with Dettol spray (COSHH data) by staff throughout the day 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Cleaning before and after sessions 	<ul style="list-style-type: none"> • Staff • Management • Church 	<ul style="list-style-type: none"> • Service Master will provide cleaning before and after every Pre-School day of attendance in line with current Gov guidance • Staff will spray surfaces/ handles/ etc throughout day and after use of • Only designated toys will be played with/ will be washed thoroughly in the dishwasher after every session 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • Minister/ Church Council • Staff team
<ul style="list-style-type: none"> • Payment of fees 	<ul style="list-style-type: none"> • Parents 	<ul style="list-style-type: none"> • Parents will be made aware of Pre-school's expectations on this and will be referred to the fees section of the adjoining policy 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager)
<ul style="list-style-type: none"> • If a child falls ill 	<ul style="list-style-type: none"> • Children • Staff • Parents 	<ul style="list-style-type: none"> • We will follow the "What happens if someone becomes unwell at Pre-School?" section of the adjoining policy 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Confirmation of a case of coronavirus at Pre-School? 	<ul style="list-style-type: none"> • Children • Staff • Parents 	<ul style="list-style-type: none"> • We will follow the adjoining policy • Follow the SMBC contact tracing procedure 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy)
<ul style="list-style-type: none"> • Expectations on staff attendance/ duty of care and work/ 	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Refer to "expectations of the staff team" and "protective measures" in the adjoining policy 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy)

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• If a staff member falls ill	• Staff	<ul style="list-style-type: none"> • Refer to “expectations of the staff team” and “protective measures” in the adjoining policy • Would also follow the “What happens if someone becomes unwell at Pre-School?” section of the adjoining policy 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy)
• Insurance	<ul style="list-style-type: none"> • Children • Staff • Parents 	<ul style="list-style-type: none"> • Public liability: church insurance • Employer liability: current and up to date and on display at the top of the stairs • Check that all service certificates are up to date 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • Minister/ Church Council
• Attendance of staff team	• Staff	<ul style="list-style-type: none"> • If staff do not fall into any of the Government guidance groups they will be expected to return to work as a key worker • Their own children will be expected to attend their own childcare setting/ school in line with Gov guidance • Staff will be made aware of through constant conversations with the management 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
• Hands and touching surfaces	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • All children and staff will wash hands on arrival • Staff will constantly sanitise their hands throughout day • Sanitiser will be available in all rooms for staff and children • Surfaces will be wiped with Dettol spray throughout the day • Cleaning records will be filled in by staff throughout the day 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
• Toileting	• Children	<ul style="list-style-type: none"> • Children will be encouraged to use their group toilets whenever practical • All children will wash hands thoroughly after use 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
• Toileting	• Staff	<ul style="list-style-type: none"> • Staff are able to use the toilets downstairs at church which will be cleaned by Service Master each day • Staff will wash hands thoroughly after use 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
• Outside play	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • Bubble groups will be encouraged to spend a large proportion of time outside at specific points so as not to cross groups • Natural toys will be encouraged to be played with outside • Toys will be minimised as to what can be readily cleaned • A wash station 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff

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<ul style="list-style-type: none"> • Worry of EYFS learning journey assessment for staff 	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Knowing the children and how they present now at this time is vital • As there is now a wider opening of schools tracking of the EYFS will return to normal • 2 year checks although still not required will be undertaken 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy)
<ul style="list-style-type: none"> • Social distancing of parents at drop off and pick up “pinch points” 	<ul style="list-style-type: none"> • Children • Staff • Parents 	<ul style="list-style-type: none"> • Drop off between @ 9.15 at each separate entrance to allow for a dispersed arrival of children to prevent larger groups • Parents will be informed that no one will gain entry into their groups after 9.30 • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Pick ups will be from designated zones @ 3.30 again to avoid large groups forming • Clear and thorough “conversations” with parents prior to and during this period • Keeping all lines of communication open • Children will enter Pre-School from specific drop off zones at specific times • 3 drop off zones: Church welcome area doors/ Side gate • One parent per child if possible • Parents not to enter building unless invited in or settling a child • Parents come to door when instructed to drop their child off • Only designated staff will meet the children within their groups only • If parents need to speak to Mrs Lomax or Mrs Turner, to avoid any unnecessary grouping they will phone or email in 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • Staff team • Minister/ Church

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<ul style="list-style-type: none"> • Non attendance/ uptake 	<ul style="list-style-type: none"> • Children • Parents 	<ul style="list-style-type: none"> • Reaching out to parents as to why children are not attending • No one with symptoms should attend Pre-School for any reason • All children will be “strongly encouraged to attend” in line with government policy, unless they are self-isolating or they are clinically vulnerable. • Contact details up to date • Keeping lines of conversation open with families • *refer to protective measures in aligned policy 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy)
<ul style="list-style-type: none"> • Car park at the rear of church 	<ul style="list-style-type: none"> • Children • Staff • Parents • Church 	<ul style="list-style-type: none"> • Church car park is now no longer a drop off area • Staff, church members and contractors - e.g. Service Master can gain access to park there • Parents/ staff team will be encouraged to walk to Pre-School or park in the main village centre car park to minimise large groups 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • Minister/ Church Council • Staff team
<ul style="list-style-type: none"> • Access for church members for open for prayer and possibly small funerals etc in due course 	<ul style="list-style-type: none"> • Children • Staff • Parents • Church 	<ul style="list-style-type: none"> • If toilets are required by members of the church as groups re open this will be decided/ evolved between Pre-School and the church Exec • Pre-School would need to be informed as to who is entering the building either in conjunction with church i.e. contractors etc and preferably those entering the welcome area would be with prior arrangement with pre-school/ church council team • Constant channels of communicate would remain open with church and pre-school if contractors need access whilst “church” remains closed ... i.e. decorating etc • As church reopens constant lines of communication will remain open so that all know what is happening • The visitors to church re test ad trace are not Pre-School’s responsibility • Pre-School will monitor and register all of those in attendance, staff, children and invited parents alike if contact tracing needs to be implemented 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • Minister/ Church Council • Staff team

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<ul style="list-style-type: none"> • Bereavement 	<ul style="list-style-type: none"> • Children • Staff • Parents 	<ul style="list-style-type: none"> • We do need to be aware people could have lost people or know of people who have lost loved ones • Increased awareness of • think of how the child is displaying/ presenting • Planning time to think about specific charities .. guide people to/ reach out to • Draw on any support and advice at Church/ SMBC • Be mindful on how we talk around this • Really draw on partnership work within this .. very important 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy)
<ul style="list-style-type: none"> • Hugs: All children need a hug to feel safe and grounded in what can be a scary time. They are very important to comfort a child in the situation we find ourselves in. 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • Hugs will be given if the child requires/ requests/ feels the need for • Given in the “group bubbles” • Constant hand washing within group bubbles • Staff uniform cleaned each day after work 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Children’s clothing • Staff uniform: harbouring germs/ spread of 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • Staff will be advised to wear short sleeves throughout the day to ease washing their hands/ arms • Staff will be advised to change their “work clothes” at the end of their session and bag into a pillow case to take straight home to wash • Parents will be advised to clean all children’s clothes after each day • Children asked to bring a bag each day with a change of clothes in/ nappies if required 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Staff team well being 	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Reassure the team at all points ... “we will get through this.” .. • Space in the lead up to/ during for conversations ... • Provide a safe space emotionally either metaphorically or practically 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy)

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<ul style="list-style-type: none"> • Identification of children/ support in greater need 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • Notice any deterioration in well being over time away for some children • Use disclosure process as with all safeguarding policy as per norm • Tread more carefully and be mindful/ what would an uprise of any disclosure look like at the minute • Update staff on the importance of disclosures being child lead and procedures at this time 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Toys: play of and cleaning 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • Toys will only be played with within each group bubble • Follow Gov guidance on which toys are to be not played with i.e. soft toys etc • Toys that cannot go through the dishwasher each day will not be played with • Toys will not cross bubble groups • Outside play: natural toys will be encouraged to be played with 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Administering of basic first aid 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • First Aid would be administered as per normal policy • All staff would have access to the first aid kit in the main room and smaller potable kits packs for outside play and trips out 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • In case of fire 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • In case of a fire the fire procedure policy would be adopted as usual • Groups however would gather in designated areas as guided by management to avoid groups mixing • Each bubble would congregate at their drop off point .. except the side path drop off would meet at Centerpoint • Contact details would be easily accessible to management 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff
<ul style="list-style-type: none"> • Food 	<ul style="list-style-type: none"> • Children • Staff 	<ul style="list-style-type: none"> • All children will be informed to bring their own snack lunch and filled water bottle for the session. All clearly named • They will be placed in the room in which they are attending and not cross rooms • Hand washing before eating snack and lunch and after outside play 	<ul style="list-style-type: none"> • Kathryn Lomax (Manager) • Helen Turner (Deputy) • All staff

If any child, staff member or visitor into Pre-School becomes unwell or shows COVID-19 symptoms – high temperature, a new continuous cough, or a loss or change to your sense of smell or taste - after visiting Pre-School must follow the relevant NHS guidance and let Pre-School know.

NHS GUIDANCE STATES

- Apply for a test as soon as you have symptoms
- A test needs to be carried out within the first five days of having symptoms
- You and anyone you live with must stay at home (self-isolate) until you get your result
- If an adult, do not go to work, school or public places – work from home if you can
- Do not go on public transport or use taxis
- Do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- Do not have visitors in your home, including friends and family – except for people providing essential care
- Do not go out to exercise – exercise at home or in your garden, if you have one

You should contact Pre-School and advise them that you may have coronavirus and are waiting on test results and you may wish to contact anyone you have been in close contact with in the past 48 hours.

They do not need to self-isolate unless they're contacted by the NHS Test and Trace service, but they should take extra care to follow social distancing advice, including washing their hands often.

They should also avoid contact with people at high increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions.

If Pre-School is informed of a positive case either with one of their children, staff members or a parent who has visited the premises in a bubble then the contact SMBC tracing protocol will be implemented.