



CHIEVELEY PRE-SCHOOL COVID 19 RISK ASSESSMENT

Pre-School Management reserve the right to withdraw this offer of childcare should it be deemed at any time unsafe for the children and/or staff.

All Parents/Carers will be given a copy of this risk assessment and will be asked to acknowledge that they have read and understood what is expected of them in terms of meeting the requirements for attendance. Breaches in meeting these requirements may result in the withdrawal of childcare.

If you know that you are running late please phone or text message the Pre-School directly – Number 07511 098720.

Areas of Risk to Consider	Persons Concerned	Risk Assessment Procedure
Outside of Pre-School		
Sharing children with other settings	Children Parents Staff	1. Children are permitted to split their childcare with other Settings.
Home life		1. Parents/Children will be required to adhere to government guidelines regarding Covid-19. 2. Children deemed “clinically vulnerable” or that are living with someone deemed “clinically vulnerable” should follow guidance from the government or GP and advise Pre-School of any special requirements.
General Day-to-Day Organisation and Routines		

Arrival at Setting and Departure from Setting	Children Parents Staff	<ol style="list-style-type: none"> 1. Only children who are free of symptoms (or who have already isolated or tested negative from a Lateral Flow test) will be allowed admittance to the setting. Children with excessively runny noses and coughs, etc will be asked to stay away from pre-school until better. 2. Any child who requires paracetamol/ibuprofen before pre-school to reduce their temperature will be denied entry until 48 hrs and/or symptom free. 3. Staff will wear face coverings at pick up and drop off times and when visitors are in setting. With the exception of the Sensory Consortium Service team that visit pre-school weekly. 4. Children, staff and visitors will be requested to use hand sanitizing gel upon arrival. 5. Only parents/careers who are symptom free or who have already self-isolated/ tested negative from a LFT/PCR test will be able to drop off or collect their child. 6. Staff must ensure that extra opening and closing of the door does not affect security and the door MUST be re-locked each time. 7. Information exchange between staff and parents at drop-off and collection should be limited. Parents/Staff should use telephone/text/email to share information.
	Children Staff	<ol style="list-style-type: none"> 1. All children and staff MUST use hand gel provided and wash their hands using soap and water after arrival in setting. 2. All children and staff will be reminded to wash their hands regularly throughout the sessions and (as always) before food/ drink and after toileting. 3. Children should be encouraged to use the hand towels. Staff will help if required.
Tissues	Children Staff	<ol style="list-style-type: none"> 1. Tissues used for sneezes and runny noses should be placed in a bin (* see below rubbish disposal) 2. Anyone who has touched a used tissue will be required to wash their hands.
Provision of snacks, water and lunch	Children Staff	<ol style="list-style-type: none"> 1. Hot lunch will be provided by pre-school through Dolcie Catering, the kitchen staff that prepare the meals have access to Lateral flow testing 2 times a week.

		<ol style="list-style-type: none"> Parents that provide a packed lunch for their child/ren must clearly label the bag/lunch box. Please keep in mind our healthy eating policy when preparing your child's lunch box (we are also a nut free setting). Parents/Carers are to provide their child with a clearly labelled water bottle. Snack will be provided in morning and afternoon sessions. This will be monitored to ensure best hygiene practice.
Sun Safety	Children Staff	<ol style="list-style-type: none"> Parents/Carers will be required to apply long-lasting sun screen prior to drop-off. Staff will reapply at lunchtime (if required) if sun cream is provided. We can not share sun cream. Please clearly label sun cream bottles supplied.
Cleaning	Children Staff	<ol style="list-style-type: none"> Furniture, surfaces and toys will be cleaned at the start and end of each session/day. Areas of setting which are considered 'high traffic' (door handles, toilets, taps, etc) will be cleaned periodically throughout the day by a designated member of staff according to the Staff Rota.
Rubbish Disposal	Staff	<ol style="list-style-type: none"> Rubbish bins in the main room, toilets, outside should be emptied regularly.
Ventilation	Children Staff	<ol style="list-style-type: none"> Windows and internal doors to be opened regularly throughout the day to ensure maximum ventilation. Consideration to children/staff comfort will be taken into account.
Visitors		<ol style="list-style-type: none"> Visitors may be allowed on site during session times for purposes of child assessment or pre-school visit. Visitors MUST adhere to government guidance. Any out-of-session emergency visitors MUST adhere to these Risk Assessment guidelines
Trips and Outings		<ol style="list-style-type: none"> All trips and outings have been cancelled currently, however this is under constant review. (this excludes walks around Chieveley village/area).
Educational Activities		
Provision of adult led activities and learning	Children Staff	<ol style="list-style-type: none"> It is not a requirement for children and staff to distance in setting. Resources will be sanitised at the end of each day.
Group Activities	Children	<ol style="list-style-type: none"> Group activities will take place outside and inside pre-school.
Health, Self-Care and Well-Being		
Children's self-care	Children	<ol style="list-style-type: none"> Children will be supported to wash their hands and staff will use verbal and visual reminders and this will be modelled for them. Children will be reminded to sneeze into a tissue.

		<ul style="list-style-type: none"> 3. Children will be reminded not to touch their face, eyes, nose and mouth. 4. Children will be encouraged to cough into the crook of the arm or hand.
Children's emotional well-being	Children	<ul style="list-style-type: none"> 1. Children will be supported with their emotional well-being and staff will ensure that they feel safe and supported and that any questions are answered in an age-appropriate way. 2. If toys are brought in parents will be encouraged to take them home. Children should not bring their own toys to pre-school.
Nappy Changing	Children Staff	<ul style="list-style-type: none"> 1. Key staff will be responsible for all nappy changes or changes of clothes. Usual robust hygiene procedures should be followed. Gloves, masks are available
First Aid	Children Staff	<ul style="list-style-type: none"> 1. Staff should follow normal PPE procedures
Staffing		
Attendance	Staff	<ul style="list-style-type: none"> 1. Staff should only attend work if they are symptom-free OR have completed an isolation period OR have been tested negative for covid-19. 2. All staff are required to carry out a lateral flow test 2 times a week (Sunday and Wednesday). Results to be reported to the manager.
Risk Awareness	Staff	<ul style="list-style-type: none"> 1. All staff must read this Risk Assessment and confirm that they have read and understood the mandatory changes to procedure which will be required.
Deployment	Staff	<ul style="list-style-type: none"> 1. On days of low attendance staff may be given tasks away from the children. 2. Staff are not required to social distance from each other, however staff should always ensure best safety practice. 3. Staff meetings will be organised remotely (this will be reviewed April 2022).
Staff Emotional Well-being	Staff	<ul style="list-style-type: none"> 1. As a team we will support each other. Staff who are feeling concerned or anxious must raise their concerns with their Manager or Committee and they will be heard with respect and support. Personal choices and decisions will not be judged.
Resources	Staff	<ul style="list-style-type: none"> 1. Each staff member will use their own mug etc 2. Each staff member will be allocated their own tablet.
Supplies	Staff	<ul style="list-style-type: none"> 1. Staff must ensure that stocks of resources and PPE are maintained. 2. Staff must alert the manager when stocks begin to run low.
Clothing	Staff	<ul style="list-style-type: none"> 1. Staff wear pre-school clothing and ensure it is clean for each day attending pre-school.

PPE (Personal Protective Equipment)	Staff	<ol style="list-style-type: none"> 1. Wearing a face covering or mask is not recommended in EY settings UNLESS working with a symptomatic child awaiting collection. Staff are free to wear a face covering if they wish. 2. Staff are requested to wear face coverings at pick up and drop off times. 3. Gloves and masks are available and may be worn during nappy changes, medical incidents, etc.
Transportation	Staff	<ol style="list-style-type: none"> 1. All staff should travel to and from the setting making sure they adhere to government guidelines.
Procedure for responding to a suspected case of covid-19		
If a child develops symptoms in setting		<ol style="list-style-type: none"> 1. The child's Parents/Carers to be contacted immediately. 2. The child must be taken home to isolate as per NHS Guidelines. 3. The child will be isolated with one member of staff in a well-ventilated area (window open) while awaiting collection. Their temperature will be monitored awaiting collection and they will be kept comfortable. 4. Any toys which the child has been playing with must be washed immediately 5. All parents/carers will be informed that they MUST have a named adult available for collection should this occur. 6. If an isolating child requires the toilet, the toilet will be cleaned immediately after use. 7. The member of staff should use PPE. They do not need to go home unless they display any symptoms. 8. If a child test positive for Covid-19 or a parent of a child at setting. Pre-School will follow government guidelines and advise from West Berks. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures
If a staff member develops symptoms in setting		<ol style="list-style-type: none"> 1. The member of staff will be asked to leave immediately if they are well enough to travel alone. 2. Should the member of staff require assistance to make the journey home their emergency contact will be contacted and they will remain in isolation until collected. 3. Any staff with symptoms will be required to self-isolate and take a test as per NHS Guidelines and the Committee will be informed that this is the case. The staff member can return to pre-school if the test returns negative and they are well again. 4. Should a member of staff need to leave the Manager will assess ratios. Other staff / Bank staff may need to be called in. In the unlikely event that a member of staff leaving results in only the Manager being on site then the setting will close.

	<p>5. Staff ratios are:</p> <ul style="list-style-type: none"> a) either the Manager or Deputy Manager must be on site at all times. b) the ratio required number of staff must be on site at any time. c) the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead must be on site at all times or provide a contact number that they may easily contacted if required and able to return to pre-school.
General	<ul style="list-style-type: none"> 1. Should any cases of covid-19 be confirmed after a PCR test on site all families and any absent staff will be informed. The child/staff member will be allowed to return to pre-school once they have completed isolation or followed government guidelines. 2. West Berkshire Council will be informed and advice will be sought. 3. A deep clean will be undertaken. 4. In any emergency contact NHS 111 (or call 111). 5. All cases of covid 19 both staff and children within the setting are required to be reported to West Berks and OFSTED. The manager will ensure that this is completed.