



DATE: 1st August 2020

RISK ASSESSMENT: The preschool will reopen on Monday 14th September 2020.

TASK/HAZARD	WHO IS AT RISK	SAFETY RISK	Existing control measures	Like liho od.	Level of risk	New control measures required
1. Child drop off and collection	Parents/ children /staff	<ul style="list-style-type: none"> • Parent/carer coming into contact and not social distancing. • Parents/carers not sticking to their times. 	<ul style="list-style-type: none"> • Parents/carers will have timed drop offs and collections. 2m markings will be clearly marked on the floor in the alleyway. • Parents/carers are to drop off at main gate where the manager will walk the child into the preschool or hand child to another member of staff to walk them in. • Hand sanitizer will be available at drop off point. • Only one parent/carer from the same household can drop off and collect, preferably the same parent each time. • Parents/carers will not be allowed into the preschool unless under extreme circumstances. 	3	Medium	Manager to ensure all parents adhere to the correct timings. If parents are waiting in a queue they must be 2m apart.



2.Social Distancing	Children /staff	<ul style="list-style-type: none"> Length of time in close proximity/ social distancing from colleagues. 	<ul style="list-style-type: none"> Morning routine will then commence with hand washing prior to entering their room and sanitising of lunch boxes. Children will be taught about our new safety guidelines through stories, songs and age appropriate discussions. This will mainly be during our circle times. When arriving into work staff will maintain social distancing at 2m, and will aim to remain 2mtrs from colleagues throughout the day. There will only be one staff member permitted to enter our small kitchen at one time. The garden will be divided with fences so both classrooms can use it at once. Without mixing the classrooms 	3	Medium	This will take time for staff and children to get used to. Manager will support staff and children throughout the new adaptations.
3. Belongings	Families /children/staff	<ul style="list-style-type: none"> Children's and staff belongings becoming contaminated. Children and staff bringing in too many items. 	<ul style="list-style-type: none"> Children will only be allowed to bring necessary items. This will be, lunch, coat, book bag and a disposable carrier (to be used to top up their indoor bag of essential items, carrier bag to then be disposed of). 	3	Low	Young children are very unpredictable, it is impossible to say that an item of someone's



<p>4. A child /staff member displaying symptoms.</p>	<p>Families /children/staff</p>	<ul style="list-style-type: none"> • Children's belongings being taken home by another child. • Coronavirus being spread to other children or staff in the preschool. 	<ul style="list-style-type: none"> • Children will not be allowed to bring in toys, blankets or comforters. Dummies will be allowed as these are easily sterilised. (If this is distressing a child too much, then manager to assess the risk per individual item). • All children must have their own wellies, and will not be permitted to share the preschool supplies. • Staff will have to fit their bag, lunch, coat into their box in the kitchen area, with no overlap. Staff will not be permitted to use the preschool refrigerator for their personal items. • If a child or staff member begins displaying a new continuous cough or a high temperature or think they have lost their sense of smell and taste, they will be sent home to isolate for 10 days per the guidelines, their family will have to isolate for 14 days, unless a negative test is provided. • A child awaiting collection will be moved to the designated area. The manager will then wait 	<p>3</p>	<p>High</p>	<p>belongings will not be touched by another person. The manager and staff will ensure the control measures are followed and if any items are noticeably contaminated they will be cleaned with disinfectant straight away.</p> <p>It is likely that a child or staff member might produce a high temperature or cough as these are very common in young children. This would then</p>
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			<p>with the child and will have to wear PPE, including a face mask.</p> <p>If they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected.</p> <ul style="list-style-type: none">• If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They will have to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.• The area will be thoroughly cleaned immediately, the person responsible for cleaning the area should wear appropriate PPE.<ul style="list-style-type: none">• In the event of a staff member developing suspected coronavirus symptoms whilst working at the preschool, they will return home immediately and isolate at home in line with the NHS guidance.• If a child or member of staff becomes ill then they must be tested. They will only be allowed back to preschool after a negative test result or appropriate isolation has finished.			<p>result in a test taking place. This does not mean it is likely to be coronavirus. Manager and staff to ensure that the risk assessment and procedures are followed for maximum safety.</p>
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<p>5. Food and drink</p>	<p>Staff and children</p>	<ul style="list-style-type: none"> • Children not social distancing at meal times. • Children touching each other's food. • Food being contaminated when prepared. 	<ul style="list-style-type: none"> • It is suggested that all other staff and children that have been in contact with them also get tested, they will then only be able to return back to preschool if tested negative. • Anyone displaying symptoms should seek further advice from their GP or 111 help line. • If a positive test came back then the manager would have to inform our local Health protection Team, Ofsted and our local authority. <ul style="list-style-type: none"> • The children will eat snack and lunch in their classrooms, when possible the children will eat on picnic blankets in the garden. These will be disinfected after each use. When not possible the children will eat at the tables inside. • The children will thoroughly wash their hands before and after eating snack. • Snack will be prepared in the kitchen, following food hygiene standards. The staff member assigned will be the only one 	<p>2</p>	<p>Low</p>	<p>Normal daily procedures will be taking place; such as temperature checks and daily health and safety checks.</p>
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<p>6. Activities</p>	<p>Children and staff</p>	<ul style="list-style-type: none"> • Activities that can easily spread germs. • Soft furnishings that can become contaminated and spread germs. 	<p>preparing food. This staff member will hold a level 2 food hygiene certificate.</p> <ul style="list-style-type: none"> • Staff will encourage children to sit in their own space and only touch and eat their own food; if a child touches another child's food then this will be thrown away immediately. • Food orders will be delivered by the Manager or Director, the food will be washed and stored away as per usual procedures. After food preparation the kitchen will be sanitised. Milk deliveries will be collected by the Manager or Director, placed in a carrier bag then sanitised before putting away in the fridge, carrier bag to be disposed of. <ul style="list-style-type: none"> • Sand will have a solution of Milton put on it at the end of each day. • The children will only be allowed water play in the garden, the water can also contain soap to make bubbles etc. • Play dough will be made in the setting, used for that day and then thrown away. 	<p>2</p>	<p>Low</p>	<p>To reduce germs spreading we have a detailed cleaning procedure. Please see section 7.</p>
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<p>7. cleaning & personal hygiene</p>	<p>Staff and children</p>	<ul style="list-style-type: none"> • Cleaning not taking place which would lead to spreading germs and potentially the virus. • Staff and children not following hygiene guidelines and procedure. 	<ul style="list-style-type: none"> • All soft furnishings (teddy bears, cushions, and rugs) have been removed from the preschool. • Where possible all resources that cannot be easily cleaned or that go near children's mouths such as (play phones) have been removed. • Every day the preschool will have one staff member who will be assigned to food prep and cleaning. This member of staff will clean toilets, handles and, high contact surfaces every 2 hours. • The kitchen area will be cleaned as per usual protocol. • Children will be encouraged to use tissues from our sanitising station, once finished they will be thrown away immediately into our small pedal bin which will have a bin liner in it. This will be emptied as needed. Children will then have to wash their hands. • Staff will be role modelling the highest standard of hygiene to the children. • The preschool will be cleaned at the end of the day by the assigned staff. 	<p>3</p>	<p>Medium</p>	<p>Germs are spread very easily between small children. But with our thorough cleaning procedure and keeping to self-hygiene guidelines this should be reduced.</p>
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<p>8. Toileting and personal care.</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Staff coming into close proximity with the children. • Staff using the toilet. 	<ul style="list-style-type: none"> • If a child is able to take their self to the toilet this will be encouraged and their practitioner will oversee them washing their hands. • If a child requires a nappy change, their practitioner will wear PPE as per usual protocol. The nappy changing area will be cleaned before and after use, as per usual practice. • If a child requires their clothes changed and needs support, the practitioner will wear PPE following our usual procedures. • If a child requires first aid or medication (cold compress) then this will be done as per usual protocol, wearing PPE. Their practitioner will carry this out; unless it is a serious incident, then manager will take over. Most staff are first aid trained, with some requiring refresher courses. • If a child needs comforting then their practitioner will cuddle and hold hands with them if needed.. We will always show a child comfort and love. • When staff uses the staff toilet they will be require to clean the surrounding area 	<p>2</p>	<p>Low</p>	<p>Our normal procedures of personal care are to a very high hygiene standard, this will continue.</p>
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<p>9. Visitors.</p>	<p>Staff/ children / visitors.</p>	<ul style="list-style-type: none"> • Unnecessary visitors coming into the preschool. Increasing risk of infection. 	<p>after use. Ensuring it is clean for the next staff member.</p> <ul style="list-style-type: none"> • No visitors will be allowed unless it is absolutely detrimental to a child's wellbeing. • In this case a separate risk assessment will take place. • No show around the preschool will be allowed during usual operating hours. 	<p>2</p>	<p>Low</p>	<p>Alternative arrangements can be made for visits that need to be taking place, e.g. Phone calls or virtual meetings.</p>
<p>10. Children's and staff mental health and well being.</p>	<p>Staff/ parents/ carers and children</p>	<ul style="list-style-type: none"> • Parents/carers/children and staff will most likely all have anxieties about coming back to preschool. • Children may show separation anxiety due to the long period spent at home and not coming to preschool. 	<ul style="list-style-type: none"> • The manager and staff will support parents /carers as much as possible, showing patience and understanding. • The preschool will be providing lots of fun activities, but will not pressurise the children to join in if they do not feel comfortable to do so. • The staff will support all children with their emotional wellbeing, looking at different story books/songs and group discussions about the current situation. • We will show all the children the same amount of love and care as always. 	<p>3</p>	<p>Medium</p>	<p>We will aim to create a calming and inviting preschool for all the children. Where they can come back to preschool feeling happy and secure, slowly being able to develop their confidence and get back into the playful learning</p>



<p>11. Fire evacuations and drills.</p>	<p>Staff and children</p>	<ul style="list-style-type: none"> • Children may be upset as they might not see all their friends or their key person. • Children will need time to adjust to the new layout and rules. • Children with additional needs will need more support and their health care plans followed. • Children and staff will not stay 2 m apart - social distancing. • Senior Staff who lead procedures may not be working. 	<ul style="list-style-type: none"> • The children will benefit from small group activities. • The children will not be rushed to settle back straight away, if they need more time or shortened sessions the preschool will arrange this. • The manager will support staff through any worries and as always operate an open door policy. • The Preschool will follow the fire evacuation procedures as laid down by Riverside Primary School. • Children will be kept in their class groups. • A fire drill will take place as usual. • The new procedures will clearly be displayed around the preschool room. • In the event of a real fire then safety protocols outweigh the need for social distancing. 	<p>2</p>	<p>Low</p>	<p>environment they were used to, just with some new adaptations.</p>
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<p>12. General environment and community.</p>	<p>Everyone</p>	<ul style="list-style-type: none"> Not following the same rules and procedures. 	<ul style="list-style-type: none"> This RA should be read in conjunction with Riverside Primary schools RA and other supporting documents provided to tenants and families. 	<p>2</p>	<p>Low</p>	
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Manager/supervisor comments:

This risk assessment has been agreed by the management team at The Hullbridge preschool.

Review date:

Likelihood	Level of risk
1 - never	Low
2 - unlikely	medium
3 - likely	
4 - very likely	
5 - certainty	high



August 2020

Manager Signature:

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