



**RISK ASSESSMENT – REOPENING CROFT EARLY YEARS following the Coronavirus
(Covid-19) Outbreak**

Following guidance from Warrington Borough Council for Warrington Schools and Settings and the Government Guidance - 'Opening schools and educational settings to more pupils from 1st June' - Guidance for parents and carers – updated 21 May 2020.

To prevent the spread of coronavirus, Croft Early Years Preschool and Nursery are using a range of protective measures to create a safer environment in which the risk of spreading the virus is substantially reduced.

Approaches we as a Preschool are taking include:

- Deep cleaning of the whole setting has taken place.
- A robust cleaning regime has been put in place prior to reopening.
- Whole staff training has taken place and all key information has been shared with members of staff/Trustees prior to opening, with opportunities for questions and clarification where required to ensure all staff are confident with any new procedures/systems that have been put in place.
- Carried out risk assessments before reopening which directly address risks associated with Coronavirus, following which sensible measures have been put in place to minimise those risks for children, parents and staff.
- During the planning stages and before reopening the setting, the controls identified within the risk assessments have been implemented.
- Made sure that children and young people do not attend if they or a member of their household has symptoms of Coronavirus and have a procedure in place for if a child/staff member develops symptoms while on-site.
- Promote regular handwashing for 20 seconds with running water and soap or use of hand sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach.
- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys.



- Implement social distancing measures where possible, minimising contact through small group sizes and altering the environment as much as possible, such as changing the layout of the setting.
- Reducing mixing between children via staggered drop-off and collection times, and between staff groups through rota changes.

Information from the Early Years Alliance and PACEY has also been used in the production of the risk assessment, and the guidance below. Other relevant guidance is referred to within the risk assessment.

Additional guidance:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> - updated 21 July 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- updated 27 July 2020

‘Opening schools and educational settings to more pupils from 1st June’ - Guidance for parents and carers – updated 21 May 2020 - withdrawn 31 July 2020

<https://www.gov.uk/guidance/education-plans-from-september-2020> - updated 2 August 2020

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing> - updated 4 August 2020

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term> - updated 21 August 2020



NURSERY/PRESCHOOL:	Croft Early Years
MANAGER	Penny Harland
NAME OF ASSESSOR Also reviewed by	Penny Harland Becky Blakey, Helen Broster, Chantelle Woods (Trustees)
CONTACT DETAILS:	TEL: 01925 764565 EMAIL: admin@croftpreschool.com

Planning stage – May - June 2020 (Initial Risk Assessment - 15 May 2020)

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to Preschool and the measures in place to protect against the coronavirus.
02	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in Preschool.
03	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
04	Travelling to and from Preschool	Y	Unable to maintain social distancing measures and mixing of children on home to school transport
05	Arrival and departure of Preschool staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from Preschool
06	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
07	Use of setting space	Y	Unable to maintain social distancing measures in the setting
08	Movement around the building	Y	Unable to maintain social distancing measures and mixing of children and staff whilst moving around the building

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
09	Use of shared equipment and resources	Y	Higher risk of contamination if children and staff use shared equipment and resources
10	Use of shared spaces	Y	Higher risk of contamination if children and staff use shared spaces
11	Use of outdoor spaces and equipment	Y	Higher risk of contamination if children and staff use shared outdoor spaces and equipment
12	Snack / lunch times	Y	Mixing of children during break and lunch times and maintenance of social distancing measures
13	Provision of snacks	Y	Mixing of staff and children whilst providing snacks
14	Access to toilets and hand washing facilities	Y	Mixing of children/staff during visits to toilets and hand washing facilities
15	Physical activity	Y	Unable to maintain social distancing measures during physical activity
16	Supporting clinically vulnerable children and staff	Y	Children and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
17	Managing symptomatic children and staff	Y	Risk of infecting children and staff if symptomatic children and staff are not managed in line with the guidance
18	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
19	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
20	Cleaning	Y	Ineffective infection control and increased risk of infection



Planning stage – June-July 2020

RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					Lx S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	Insignificant	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15		
4	Major	4	8	12	16	20	HIGH (H) 16-25	DO NOT PROCEED
5	Intolerable	5	10	15	20	25		



N.B. All references to handwashing in this risk assessment correspond to government advice that children and staff must wash their hands for 20s using warm water and soap at regular points throughout the Preschool day.

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	CHILDREN	VISITORS		L x S = RR			L x S = RR	L/M/H
Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> ☐ Parents/carers may feel anxious about their child returning back to Preschool or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. ☐ Staff may feel anxious about returning to Preschool due to lack of information provided or the expectation placed on staff on returning back into the workplace. 	x	x		<ul style="list-style-type: none"> ✓ Parents have had regular updates via emails and Newsletters; Information linked to Preschool closure/reopening is also available on the setting's website. ✓ All plans linked to Preschool reopening have been emailed to parents with a detailed overview of all procedures/systems that are in place. ✓ All parental questions linked to Preschool closure are answered. ✓ Regular communication has also been in place for staff. ✓ Preschool has an open-door policy in place and staff are able to speak to the Manager and/or the Trustees to share any concerns that they have/raise any questions ✓ Prior to reopening, all systems/procedures/key documentation/policies have been shared with staff and a whole staff meeting will take place to go over all of these in more detail. Any staff unable to attend will also be given the opportunity to attend the meeting via Microsoft Teams and/or will be given the opportunity to provide questions/input at a different time. 	1X5=5	L	<p>See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus</p> <ul style="list-style-type: none"> ✓ Ensure 1-1 'check-in' sessions are held with staff to discuss any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected. ✓ Continue to share regular communication of mental health information and open door policy for those who need additional support. 	1X5=5	L
					<ul style="list-style-type: none"> ✓ Prior to reopening, Preschool will put in place a Home-Preschool agreement. Parents must agree to this prior to their children returning to Preschool so that expectations of children/parents/Preschool are clear to all. ✓ On returning to Preschool, an induction will be done with all children to go over the new procedures, social distancing measures, the general set up, etc. Children will be given regular reminders about these and will be given the opportunity to ask questions. Daily reminders will also be given linked to key procedures, e.g. handwashing, what to do if they are feeling unwell, social distancing, etc. A key focus on returning will also be children's mental health and wellbeing and there will be activities/time designed to focus on this. 					



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	CHILDREN	VISITORS		L x S = RR			L x S = RR	L/M/H
Staffing levels	☐ Lack of staff available to teach or carry out required tasks in Preschool	x	x	x	<ul style="list-style-type: none"> ✓ Assessment of staffing numbers/children returning has been completed prior to Preschool reopening and there are adequate numbers of staff to enable reopening plan to proceed in September based on these returning numbers of children and staff; this includes Leadership/DSL/Level 3, SENCo, first aiders and fire wardens. ✓ <i>All members of staff who are classed as extremely clinically vulnerable and clinically vulnerable staff who have guidance from their doctor will not work on-site. Additional provision will be made on-site so that those staff who live with some who is clinically vulnerable has limited contact whilst in the building.</i> ✓ Only one member of staff will be able to access the office at any one time. An alternative hot drinks area has already been established within the setting to minimise the number of times the staff may need to access the office. ✓ To minimise contamination, staff are required to clean the staff toilet seat with anti-bacterial wipes after each use. ✓ Clear procedures in place for what staff need to do if they are unwell/showing symptoms of COVID-19. ✓ Should staff showing symptoms while off-site, they should arrange to be tested for COVID-19 and must self-isolate until the result comes back. If negative, the staff member is able to come back into work. If they have tested positive, members of staff who have been working in close contact with them will be also be asked to self-isolate and Preschool will also follow any NHS/Government guidance linked to this. ✓ Should the member of staff show symptoms while they are on-site, they must inform the Manager/Named Deputy immediately and go straight home and the above procedure will be followed. Deep cleaning will also take place of areas where the member of staff has been working. Where required, self-isolation of further groups/wider Preschool may be needed, including deep cleaning on a wider scale; this may require full or partial closure. Decisions for this will be taken based on the individual cases and the advice available. 	3x3=9	L	<ul style="list-style-type: none"> ✓ At present, the Management team are not aware of any members of staff who are pregnant. Should they be informed that this is the case, an individual risk assessment will be completed which takes into account the guidance at the time and, where required, their role in the current system will be reviewed accordingly and alternative provision will be put in place. Dependant on the member of staff, a wider review of staffing may be needed. ✓ At present, current staffing levels will allow Preschool to run as per plan. Should staff sickness/ absence occur, Preschool will look at alternative cover from any other staff (e.g. Manager, Support/Bank staff). 	3x2=6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H
Lack of Fire Wardens & First Aid Provision	<input type="checkbox"/> Unable to provide adequate first aid or able to supervise fire evacuation procedure.	x	x	x	<ul style="list-style-type: none"> ✓ Preschool have Fire Wardens available; all staff/children will resume having regular fire drill practices. ✓ Manager has reviewed fire/evacuation procedures. The playground will continue to be used as an evacuation point. However, the adjacent field may also need to be used as an evacuation point to maintain safe social distancing if there is insufficient space on the playground. ✓ All Preschool staff are trained in Paediatric First Aid. Any Certification with expiry dates from 16 March 2020 can be extended to 25 November 2020 as stated in the guidance ‘Actions for Early Years and Childcare providers during Coronavirus outbreak’ – updated 27 July 2020. ✓ All staff will be issued with individual PPE kits for use in an emergency. ✓ Defibrillator is available by the main office in the adjacent school - St. Lewis’ Catholic Primary. ✓ Alternative fire assembly point for any visitors to site. 	2X5=10	M	<ul style="list-style-type: none"> ✓ Preschool are sourcing online training for additional staff members to receive Fire Warden training in case of potential high staff absences. ✓ PEEP to be put in place for anyone who would require assistance (none at present). This would be assessed and any changes put in place if required. PEEP to be shared with all relevant parties. <p><i>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation (Link sent to all staff and have been asked to confirm that they have viewed/read the information by Friday 4th September 2020 9am.</i></p>	2X4=8	L
Unable to maintain social distancing measures and mixing of children on public transport	<input type="checkbox"/> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces		x	x	<ul style="list-style-type: none"> ✓ Ask parents and children to avoid public transport if possible and drive, walk or cycle to Preschool (parents will need to take bikes home with them as they will not be able to be stored on-site during the day). ✓ Majority of families are able to travel to school via car/walking/cycling; very limited number who would potentially require the use of public transport. ✓ Handwashing to take place on arrival at Preschool. 	3x2=6	L	<ul style="list-style-type: none"> ✓ Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel 	3X2=6	L

Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from Preschool	<input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x		<ul style="list-style-type: none"> ✓ Entrances to the front and back of the Preschool building to be accessible for staff when arriving/departing. ✓ 2m social distancing measures in place, including markers to identify how far a distance to stay away from others. ✓ Staff to apply hand sanitiser on arrival at the entrance gate and then wash hands on arriving in Preschool. ✓ Hand sanitiser available in multiple locations throughout the setting. Children to be supervised when handwashing/hand sanitiser (making sure that their hands are fully dry before touching anything else). <p>Hence, the 2m social distancing measures that have been implemented around the setting will remain in place to prevent adult to adult Covid-19 transmission; Staff will continue to be advised that Social Distancing should remain at 2m wherever possible. ←</p>	3x3=9	M	<ul style="list-style-type: none"> ✓ Staff asked not to congregate around the Preschool site. <p>The Government have made changes to the 2m Social Distancing and have reduced this to a 1m+ distance (with risk mitigation) https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance (26 June 2020). However, 'You should continue to avoid close contact and remain socially distant from anyone you do not live with or who is not in your support bubble' https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing (13 August 2020). ←</p>	2x3=6	L
Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times	<input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x	x	<ul style="list-style-type: none"> ✓ Staggered drop-off/pick-up times and locations to minimise the numbers of parents/children accessing the Preschool site at any one time; only 1 parent to collect and any siblings must enter/exit together as a family unit. ✓ 2m social distancing measures in place, including markers to identify how far a distance to stay away from others. ✓ New home-school agreement in place which all parents must agree to prior to returning, which acknowledges understanding and agreement to social distancing measures. ✓ Children to apply hand sanitiser on arrival at the entrance gate and again on arriving at the front entrance to Preschool. ✓ Hand sanitiser available in multiple locations throughout the setting. Children to be supervised when handwashing/hand sanitiser (making sure that their hands are fully dry before touching anything else). 	4x3=12	M	<ul style="list-style-type: none"> ✓ Parents asked not to congregate around the Preschool site ✓ Parents asked to inform Preschool if their child has a sensitivity/allergy to hand gel/sanitiser. If so, parents will be asked to provide an alternative that is suitable for their child, who will keep this onsite for use when they need it. If this happens, Preschool will inform parents when supplies will need to be replaced. <p>See above re: 2m social distancing between adults.</p>	4x2 = 8	L
HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	children	VISITORS						



<p>Unable to maintain social distancing measures in the setting</p>	<p><input type="checkbox"/> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p><input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>x</p>	<p>x</p>		<ul style="list-style-type: none"> ✓ Onsite assessments have taken place to establish how many children/staff would fit to still enable social distancing to take place. ✓ Setting has been prepared and set up so that furniture has been moved to increase access to floor space and desks/chairs have been repositioned to enable social distancing (limiting face to face). Surfaces have been cleared of any non-essential items and some cupboards have been turned so the drawers are facing the walls. ✓ Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been stored away. ✓ Children will bring in their own water bottles that have been washed and refilled with fresh water at the start of each new day. ✓ COSHH sheets for cleaning resources have been updated and are accessible to all the staff. ✓ Windows/doors should be open (wherever possible) to allow for natural ventilation of rooms (consider users within the room and only do this if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies). <p>Fire Management Plan has been updated to ensure that all doors are closed in the event of a fire evacuation, along with key responsibilities of staff onsite; this has been shared with staff prior to opening.</p>	<p>4x4=16</p>	<p>H</p>	<ul style="list-style-type: none"> ✓ Where social distancing PPE is available (this must be appropriate for the task). If working in close contact with a child and carrying out an aerosol generating procedure a face mask and visor should be used. Information is provided on the safe use and fit of PPE to ensure appropriate protection provided. ✓ Markings to be put in place on the floor so it is easy to identify where key furniture needs to be placed to enable social distancing. These should be checked during the day to ensure they are still in place and at the end of the day, ready for the following day. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings - 'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.'</p> <p style="color: green;">Staff will continue to be advised that Social Distancing should remain at 2m wherever possible.</p>	<p>4x3=12</p>	<p>M</p>
HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR		L x S = RR	L/M/H	

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	children	VISITORS						
Unable to maintain social distancing measures and mixing of children and staff whilst moving around the building	<input type="checkbox"/> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	X	x	<ul style="list-style-type: none"> ✓ 2m social distancing measures in place (including floor markings). Staff to support younger children with how they should follow this when moving around the building. Ensure supervision is in place to ensure social distancing measures are being followed. (where social distancing allows). ✓ Staggered drop-off/pick-up times to minimise contact between individuals. 	3x3=9	M	Should a PEEP be required for a child /member of staff, individual assessment to be completed which includes how safe social distancing can be maintained; this may require PPE for supporting staff. Staff will continue to be advised that Social Distancing should remain at 2m wherever possible.	3x2=6	L
Higher risk of contamination if children and staff use shared equipment and resources	<input type="checkbox"/> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x		<ul style="list-style-type: none"> ✓ Regular cleaning of setting/resources to take place throughout the day. Deeper cleaning of setting to take place at the end of the day. Cleaning checklist to be dated/time added and initialled after cleaning has taken place; file and replace with a new copy for the following day. ✓ Staff to limit sharing of equipment (e.g. laptop, telephone, stapler); items should be wiped down with anti-bacteria wipes down after each use and hands should also be washed after use. Staff should be encouraged to have their own set of stationery (e.g. pens) that they use while they are on site or should sanitise their hands before and after use. ✓ Staff are discouraged from taking lots of resources between settings and, if they do need to take something home with them, are advised that they clean the items before leaving Preschool and again when they arrive at home. 	3x4=12	M	<ul style="list-style-type: none"> ✓ Children discouraged from bringing in anything into the setting other than essentials (e.g. water bottle, lunch bag and coat). ✓ Ensure that practical sessions can only go ahead if equipment and setting can be cleaned thoroughly between cohorts using them. Wherever possible, physical/practical sessions to take place outside, focusing on activities that do not require equipment and focus more on individual activities. Contact sports will not be played.	2x4=8	L



Higher risk of contamination if children and staff use shared spaces	<input type="checkbox"/> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x		<ul style="list-style-type: none"> ✓ 2m social distancing to be maintained as much as possible and younger children to be supervised and supported to do so. ✓ Drop-offs/pick-ups to be staggered to minimise contact at peak times. ✓ Cleaning kits in place for all and additional handwashing and cleaning in place at regular intervals during the day. ✓ Office to be capped at a maximum of 1 person at any one time, with lunch times and breaks staggered. 	4x4=16	H	<ul style="list-style-type: none"> ✓ Office to be capped so there is no more than 1 person in it at any one time. ✓ Staff will continue to be advised that Social Distancing should remain at 2m wherever possible. 	3x4=12	M
Higher risk of contamination if children and staff use shared outdoor spaces and equipment	<input type="checkbox"/> Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x		<ul style="list-style-type: none"> ✓ 2m social distancing measures are in place around the Preschool building. All children/staff to adhere to guidelines/procedures linking to this. ✓ Children to wash their hands before and after snack/lunch times and use of any outdoor areas. ✓ Clean any equipment needed prior to the session; this should be cleaned again after used. Where continuous provision is available, children will be supervised and supported by members of staff whilst maintaining social distancing. Additional cleaning will take place each day for all resources/zones that have been used. Staggered pick-up/drop-off times also enable further cleaning to take place by the staff team at the end of each day. 	4x4=16	H	<input type="checkbox"/> Do not use outdoor equipment unless staff are able to ensure that it is appropriately cleaned between groups of children using it. Read COVID-19: cleaning of non-healthcare settings Staff will continue to be advised that Social Distancing should remain at 2m wherever possible.	3x4=12	M
HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H

Mixing of children during snack and lunch times and maintenance of social distancing measures	<input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x		<ul style="list-style-type: none"> ✓ 2m social distancing measures are in place both in and around the Preschool building. All children/staff to adhere to guidelines/procedures linking to this. ✓ Staff to supervise and support children during snack /lunch times to maintain social distancing. ✓ Children to wash their hands before and after snack/lunch times. 	4X4=16	H	<ul style="list-style-type: none"> ✓ Staff to supervise and support children during snack /lunch times to maintain social distancing 	3X4=12	M
Mixing of staff and children during snack and lunch times	<input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x		x	<ul style="list-style-type: none"> ✓ 2m social distancing to be observed wherever possible. ✓ Clean down of the kitchen to take place daily. ✓ Prior to eating lunch, all members of the setting must wash their hands. ✓ Clean down of all surfaces to take place after eating by a member of staff, using items from the cleaning kit which are replenished daily (anti-viral spray and blue roll; the latter to be disposed of in the general waste - black bin). ✓ Staff must clean down any items/kitchen appliances after they have used them. ✓ Staff encouraged to bring their own drinks/snacks/packed lunches that they can keep with their belongings to minimise cross-contamination. ✓ Staff encouraged to bring their own utensils in with them (plates, cups, knife, forks and spoons) and retain with personal belongings. 	5X4=20	H	<ul style="list-style-type: none"> ✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings. ✓ Enhanced cleaning regime will be required in office and kitchen area. ✓ Staff lunches to be eaten in kitchen area/office, as stated on rota, and all rubbish to be placed in the bins (which will be removed at the end of each day). ✓ Number of staff in the office is limited to 1 person at any one time. ✓ Staff will continue to be advised that Social Distancing should remain at 2m wherever possible. 	3X4=12	M

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H



Mixing of children/staff during visits to toilets and hand washing facilities	<input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x	x	<ul style="list-style-type: none"> ✓ Toilets will be cleaned regularly and the handwashing supplies will be replenished at the end of the day (and during if required). ✓ Handwashing posters to be placed at all handwashing stations and in all toilets and procedures to be reviewed regularly with the children. Children to be supervised to ensure this is done properly and support will be given where required. ✓ Children/staff are advised to keep 2m apart and follow social distancing measures. ✓ All toilets to be cleaned daily; additional times if this is required during the day. and replenish all supplies where needed. 	3X4=12	M	<ul style="list-style-type: none"> ✓ Members of staff must ensure that the toilet does not become overcrowded and should supervise the number of children going in and out at any one time. 	2X4=8	L
Unable to maintain social distancing measures during contact sport and physical education lessons	<input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x		<ul style="list-style-type: none"> ✓ It is important that all children engage in some form of physical activity. 	4X4=16	H	<ul style="list-style-type: none"> ✓ Staff to ensure that planned physical activity is done so in a purposeful way and that social distancing is maintained, this includes for playground games. No contact sport to be played. ✓ Where equipment is necessary, this must be cleaned prior to the session by the members of staff and should be cleaned after it has been used; handwashing should take place by all staff and children at the end of the session and, where required, at regular intervals during sessions. ✓ Do not play sports or games together in line with the guidance <p style="margin-top: 10px;"> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-andchildcare-settings/coronavirus-covid-19implementing-protective-measures-ineducation-and-childcare-settings </p>	2X4=8	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	PUPILS	VISITORS		L x S = RR			L x S = RR	L/M/H

Children and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	<input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	x	x		<ul style="list-style-type: none"> ✓ <i>Children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until the end of June and not attend educational settings.</i> ✓ <i>Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June.</i> ✓ <i>Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should stay / work from home where possible. If clinically vulnerable staff/children are advised they can return by their doctor, an individual risk assessment would be put in place for their individual needs to ensure adequate safety measures are put in place; if assessed risk shows that it is safe, the member of staff will be able to return.</i> ✓ <i>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.</i> ✓ <i>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.</i> 	4X5=20	H	<ul style="list-style-type: none"> ✓ Continue to monitor/stay up-to-date with guidance linked to this ✓ Keep lines of communication open between staff/families who are within the different vulnerable categories ✓ Social distancing measures are in place which will be shared with all stakeholders prior to reopening and systems/procedures will be reviewed regularly to ensure understanding of why social distancing is a key element is reducing the risk of catching the virus. 	3x5=15	M
--	--	----------	----------	--	---	---------------	----------	---	---------------	----------

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H

<p>Risk of infecting children and staff if symptomatic children and staff are not managed in line with the guidance</p>	<p>☐ Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>✓ Preschool to follow the most current government/local authority guidance. Staff should ensure they keep up to date with this and any changes/additions to procedures will be shared with the wider staff team. Open door policy in place for any staff who have questions linked to this.</p> <p>✓ Clear procedures in place for what staff need to do if they are unwell/showing symptoms of COVID-19; which includes consideration of the latest LA/Government guidance.</p> <p>STAFF</p> <p>✓ Should staff show symptoms while off-site, they should arrange to be tested for COVID-19 and must self-isolate until the result comes back. If negative, the staff member is able to come back into work. If they have tested positive, everybody who has been in contact with the member of staff will be also be asked to self-isolate and Preschool will also follow any NHS/Government guidance linked to this.</p> <p>✓ Should the member of staff show symptoms while they are on-site, they must inform the Management team immediately and go straight home and the above procedure will be followed. Deep cleaning will also take place of areas where the member of staff has been working. Where required, self-isolation of further groups/wider Preschool may be needed, including deep cleaning on a wider scale; this may require full or partial closure. Decisions for this will be taken based on the individual cases and the advice available.</p> <p>CHILDREN</p> <p>✓ If a child is awaiting collection:</p> <p>✓ Move them to the Isolation Area where they can be isolated behind a closed door (Wooden Playhouse). The 'No Entry' sign should be placed on the door with appropriate adult supervision as required.</p> <p>✓ If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>✓ PPE kits (including face masks, gloves, aprons, visor) are issued to each individual staff member and should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>✓ Call 999 if they are seriously ill or injured or their life is at risk. Once the child has left the Area, the date and time will be →</p>	<p>3x5=16</p>	<p>M</p>	<p>Ensure that staff and parents are aware of the process for sending children home if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk</p> <p>→ added to the door sign and nobody will be allowed to enter the room for 72 hours. After this time, the room will be deep cleaned.</p> <p>Parents/carers will be asked to seek testing for their child and must self-isolate as a family until the results come back. If positive, the child/family should continue to follow government guidance linked to self-isolating and make contact with Government Test and Trace, as well as immediately informing Preschool of the positive result so that Preschool are able to take action linked to this where required. If negative, the child may return.</p>	<p>2x5=10</p>	<p>L</p>
--	---	-----------------	-----------------	-----------------	--	----------------------	-----------------	--	----------------------	-----------------



HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H
Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> <input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ 2m social distancing measures in place outside the school and Preschool, including for pick-ups/drop-offs of children. ✓ New home-Preschool agreement in place which has been shared with parents; all parents asked to confirm their agreement to this prior to children returning to Preschool and have been asked to review this with their children before they return also. This document includes the agreement to follow social distancing measures. ✓ Only 1 parent to drop-off/collect their child and parents have been informed that they must not congregate around the school building. ✓ Alternative communication systems for home/Preschool have been set up and no face-to-face meetings will take place; parents are encouraged to email the Preschool email address admin@croftpreschool.com and, if urgent, to telephone Preschool on 01925 764565. (Phones to be wiped down with cleaning wipes by the member of staff after use). 	3x5=15	M	<ul style="list-style-type: none"> ✓ Maintain a record of all visitors, including contact details ✓ No visitors will be allowed into the Preschool building unless it is urgent and/or a prior appointment has been made. Only essential visitors will be allowed on-site and, where possible, these visits will take place once all children have left the site. Unless they are a parent, or the visitor is in Preschool linked to a safeguarding/ SEND/ important maintenance need, there should be no reason for visitors to come into contact with any children and they will be kept separate. Staff will be informed accordingly. ✓ Staff will continue to be advised that Social Distancing should remain at 2m wherever possible. 	2x5=10	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H



<p>Delivery of inbound good - ineffective infection control and increased risk of infection</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x		x	<ul style="list-style-type: none"> ✓ Manager/Office to liaise over deliveries to Preschool and, wherever possible, these should be done outside of the hours when the children are in Preschool. Where this is not possible, deliveries should come through the main gate and dropped off at the setting's front door. Unless absolutely necessary, no delivery worker should enter the Preschool building/site. Manager/Office staff should arrange for the delivery to be relocated in the correct place in the building as soon as possible after the delivery has been dropped off. Any member of staff handling delivered items should ensure they wash their hands immediately after handling items. ✓ Delivery workers/staff should ensure that 2m social distancing is maintained. ✓ Hand sanitiser should be available for delivery workers to use. ✓ Delivery workers must not come into contact with any children. 	2x5=10	L	<ul style="list-style-type: none"> ✓ Restrict non-business deliveries, for example, personal deliveries to workers ✓ Ensure that incoming goods are cleaned if appropriate 	1x5=5	L
<p>Cleaning - ineffective infection control and increased risk of infection</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <input type="checkbox"/> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ Management team agreed schedule with members of the staff team. ✓ Preschool has adopted the COVID-19: cleaning of nonhealthcare settings guidance ✓ Cleaning schedule includes regular cleaning of frequently touched surfaces with detergents and disinfectants. Bleach should not be used for cleaning purposes when children are in the building. Toilet areas to be restocked with hand wash and paper towels and hand sanitisers to be refilled when running low. ✓ Daily cleaning of all toys, books, desks, chairs, doors, sinks, toilets, light switches. Staggered/earlier pick-up times at the end of the day (to enable more time for deeper cleaning of these resources at the end of the day). ✓ Whole Staff Team to monitor stock levels of all cleaning materials for the Preschool site to ensure that there is always enough stock on site. Where supplies of any item are running low, the Manager/whole staff team will ensure an order is raised with the Preschool office to enable stock to be replenished in a timely manner. 	3x5=15	M	<ul style="list-style-type: none"> ✓ Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; Site Manager to do this as part of daily checklist on arriving in school. 	2x5=10	M

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H

				<ul style="list-style-type: none"> ✓ Cleaning kits available to all so that additional cleaning can take place at regular points during the day (mask, aprons, gloves, bin bags, hand wash, paper towels and supplies for cleaning). SLT to ensure that these are fully restocked and replenished at the end of each day with enough resources for the following day. ✓ Hand washing stations are set up for children/staff to wash their hands at regular points throughout the day including; on arrival/before leaving, before and after eating, after returning from being outside and after using the toilet, along with other handwashing at different points in the day. ✓ Where there is not close access to a handwashing station with soap and water, hand sanitiser stations are available (front gate, entrance gate, midpoint of setting, kitchen area and office). When using hand sanitiser, staff should ensure that they (and any children they are supervising) make sure that this is fully dried on their hands before touching anything else. ✓ During the day, when bins get full, they are to be emptied and replaced with fresh bin bags once they are full; staff member to ensure these are securely tied and taken out to the large bin at the front of the setting; rubbish bags should not be left on a corridor at any time. All bins are to be emptied at the end of the day by the team. ✓ PPE provided for cleaning team where required. ✓ Spaces should be well ventilated using natural ventilation (opening windows). ✓ 2m social distancing measures in place across the Preschool and school, including for pick-ups/drop-offs of children). ✓ Induction to Preschool for both staff and children will go over key requirements for the importance of good hygiene and handwashing (including demonstrations for children); daily reminders about this will also be given. (Social stories will be provided for younger children/children with SEND linked to transitioning back into school – these can also be accessed by all children if needed). 			<p>Dependent on the situation, if parts of the building need to be closed off for a longer period of time for a deeper clean, all members of the team should not return to the specific area and an alternative area should be used. Again, dependent on the situation, the SLT will decide on the correct procedure to proceed with for cleaning the area; immediately or end of the day, wider deep cleaning.</p> <ul style="list-style-type: none"> ✓ Staff will continue to be advised that Social Distancing should remain at 2m wherever possible. <ul style="list-style-type: none"> ✓ Fire Management Plan/Risk Assessment amended to include statement about requiring fire wardens to ensure all propped doors are closed in the event of the fire alarm sounding. ✓ Where needed, children to be taken to a designated space and out of the setting building (fire evacuation point on playground/field to be used if weather is good/gazebo to be used if weather is bad, evacuee numbers are low and if proximity is deemed safe). 		
--	--	--	--	--	--	--	--	--	--

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H



PPE	Lack of PPE when having to undertake a task where social distancing measures cannot be met.	x	x	x	<ul style="list-style-type: none"> ✓ Preschool will follow Government and Local Authority guidance with regard to PPE. ✓ All staff will have their own individual set of PPE issued (mask, aprons, gloves and visors for extreme cases). There will be good supplies for cleaning (hand wash, paper towels, blue roll, anti-viral spray and bin bags). ✓ Hands should be washed for 20 seconds, or sanitised, before putting face covering on. Handwashing should be continued throughout the day. ✓ PPE must be worn by any member of staff who is monitoring a child who develops symptoms of Coronavirus whilst on site; they should observe 2m social distancing and ensure windows of the designated isolation room are open. ✓ PPE must be worn by any member of staff who is providing toileting care for children (this will be for children who are unable to support themselves). ✓ Whole staff team are responsible for monitoring stock levels of all PPE and must inform a member of SLT if supplies of any item are running low so that they can be replenished in a timely manner. ✓ Where PPE is used, this will be logged and any relevant details linked to this will also be recorded. <p>Current Government guidance regarding face masks (at the time of writing this risk assessment) is that face coverings are not needed in an educational setting. Therefore, staff will not be required to wear Face Coverings and they are not compulsory. (The face covering does not protect the wearer but may protect others if the wearer is infected but is not showing or developed any symptoms). If staff have a strong personal preference to wear one, they should have a discussion with SLT about this. When wearing their face covering, people should avoid touching the face covering whilst being worn. Face covering should be changed if it becomes damp or if you have touched it. Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use).</p>	3x5=15	M	<ul style="list-style-type: none"> ✓ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. ✓ If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. ✓ See GOV.UK guidance regarding personal protective equipment. ✓ PPE is available for all staff who need to administer first aid. This should be disposed of safely after use. (Visors should be retained and wiped clean for future use.) 	2x5=10	M
-----	---	---	---	---	--	--------	---	---	--------	---

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H

Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19	x	x	x	<ul style="list-style-type: none"> ✓ Normal reporting procedures will remain in place with regard to escalating to SLT where there is an incident that needs reporting to the HSE; a member of SLT (or staff instructed by the SLT) will liaise with the Community Safety and Resilience Team who are the responsible party for reporting incidents linked to COVID-19 to the HSE. ✓ If input is needed from more than one individual to make the report, this will be done whilst social distancing and/or alternative methods (e.g. discussions over the phone/via email/via Microsoft Teams). ✓ Contact details for the Community Safety and Resilience Team to be shared with all staff via the staff noticeboard and along with a summary of RIDDOR for all team members so they are aware that, should an incident of this nature occur, it needs reporting not only to the SLT but also to the HSE and that there are deadlines involved with this. 	2x5=10	M	<ul style="list-style-type: none"> ✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA. <p>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</p>	1x5=5	L
Emotional distress, upset/ worry linked to returning to Preschool, events linked to Covid-19 pandemic and ongoing challenges because of this.	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ Activities linked to mental health and well-being will be prioritised during phased reopening of Preschool. ✓ Preschool website contains a wide range of materials to support individuals and families through bereavement or emotional stress. ✓ Staff and families directed towards materials via emails. ✓ Regular communication of key information to parents throughout Preschool closure, and suggested resources and learning, via emails, newsletters and website. 	4x4=16	H	<ul style="list-style-type: none"> • Wherever possible, children will be placed with their previous keyworker/keyperson. • Children suffering from anxiety may need to have reduced time in Preschool to support their emotional needs. • Mental Health & Wellbeing training course recommended to staff as part of CPD during Preschool closure (on Educare). • Additional contact/transition support for those children returning to school with an EHCP. • The systems and routines embedded initially will be designed to support the children's transition & emotional wellbeing. 	4x3=12	M
HAZARDS	POTENTIAL HARM	PERSONS AT RISK (mark x as appropriate)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	children	VISITORS		L x S = RR			L x S = RR	L/M/H



Planning stage – July-August 2020 (Amendments added in green font above and below)

Actions for Early Years and Childcare providers during Coronavirus outbreak – updated 27 July 2020:

‘From 20 July, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. Settings should consider how they can minimise mixing within settings.’

‘Settings are also responsible for planning and implementing appropriate protective measures to reduce coronavirus (COVID-19) transmission. Section 3 of this guidance sets out the public health advice which early years settings must follow. It also includes the process that should be followed if anyone develops coronavirus (COVID-19) symptoms while attending. This guidance has been developed with advice from Public Health England (PHE).

‘These measures make up a ‘system of controls’, described in section 3, building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. We are keeping the protective measures under review, in line with the latest scientific advice.’*

*Please refer directly to the guidance for further information and for any updates.

‘The system of controls provides a set of principles and if settings follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All settings must cover them all, but the way different settings implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, we have said ‘must’. Where there is a legal requirement we have made that clear.’ See ‘**System of Controls’ Policy and Procedure**.

Croft Early Years Preschool and Nursery acknowledge that recent changes in the relaxing of social distancing rules set out by government guidance, along with the increase in more non-key-worker adults going to work, mean that children may be mixing more widely and coming into contact with a larger group of people outside of their own household. As Preschool are unable to control the mixing/social distancing outside of Preschool hours, it is important that all members of the Preschool community are aware of and follow the risk assessment and safety measures that have been put in place for our reopening to minimise risks while onsite.

Preschool request/encourage all staff/parents/carers/children to follow government guidance with regard to social distancing when outside of Preschool and minimising contact to reduce personal risk, including following all guidelines for cleaning/handwashing. No member of the Preschool community must come onto site if they have any symptoms of COVID-19, including a high temperature, a new continuous cough, loss of sense of smell/taste, or if a member of their household has symptoms; they should follow government guidelines for self-isolation and arrange to be tested as soon as possible via Test and Trace; they should then follow all guidance from Public Health England/NHS. If self-isolating due to COVID-19 symptoms, staff/parents/carers must keep Preschool informed as to the progress and result of the test so that Preschool can take appropriate action if there is a confirmed case of COVID-19 linked to Preschool.

Risk Assessment shared with: Trustees, Whole Staff Team, Parents/Carers.

Prior to reopening, Manager will carry out an onsite inspection to ensure all ‘Systems of controls’ protective measures are in place.

Staff meeting/re-induction will also take place for all staff members prior to reopening (1 Sept 2020).