

RISK ASSESSMENT FOR:	Covid 19 – Returning to Preschool	
Establishment: Smarties Preschool	Assessment by: Michelle Haley Georgina Dowley	Date: 24/01/2022
Review Date Due: 21st February 2022 Working document – as needed following official guidelines and practice in the setting	Manager Approval: Michelle Haley Committee Approval: Victoria Hutter	Date: 24/1/2022



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Controlled Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate

Spreading of germs	Staff, Children, Parents and Visitors	By contracting and spreading viruses	<ul style="list-style-type: none"> • Snuffle stations (indoor and outside) – specific area to promote self-hygiene for children. Providing tissues in all areas. Tissues to be flushed or placed in lidded bin. Promote Catch it, Bin it, Kill it campaign. 	Y	Y
			<ul style="list-style-type: none"> • Hand washing – children taught to thoroughly wash hands frequently whilst in setting – Staff to ensure continuous supply of soap. Staff, visitors and parent to use hand sanitiser provided. 	Y	Y
			<ul style="list-style-type: none"> • In addition to official cleaning, high usage areas to be wiped regular using disinfectant. 	Y	Y
			<ul style="list-style-type: none"> • Parents not to enter building unless prearranged with management. Any booked session – parent to use provided sanitiser and wear own mask for duration of visit. Social distancing to be always observed. 	Y	Y
			<ul style="list-style-type: none"> • Regular hand washing monitored by staff after outdoor play, before and after lunch and upon sneezing and coughing. Hand sanitiser available throughout the building. 	Y	Y
			<ul style="list-style-type: none"> • Children will be encouraged to be outside for most activities weather permitting. 	Y	Y
			<ul style="list-style-type: none"> • Where possible and safe to do so, doors and windows will remain open for ventilation. 	Y	Y
			<ul style="list-style-type: none"> • CO₂ detectors are used to ensure there is sufficient ventilation. If the detectors sound an alarm, then staff will ensure further ventilation to meet requirements. 	Y	Y
			<ul style="list-style-type: none"> • Snack and mealtimes. Children are asked to bring in their lunch and water bottles. These are to be placed in the outside container by the front door. 	Y	Y
			<ul style="list-style-type: none"> • Parents are asked to follow outside one-way system. 	Y	Y
Staff Absence	All Staff, Children, Parents and Visitors	Reduction in staff ratio	<ul style="list-style-type: none"> • Management to liaise with staff to identify concerns, personal circumstance and health status. 	Y	Y
			<ul style="list-style-type: none"> • Monitor staff situation in order to plan top ensure correct ratio is always adhered to. 	Y	Y

Protection of all children	Children	Increased exposure to virus or possible contaminated people	<ul style="list-style-type: none"> Continually update parents with updated and correct advice Smarties reserves the right to refuse entry to the building to anyone displaying symptoms in order to protect the setting. Ensure additional RA is completed for any SEN, EHCP, ENCO, and CP or vulnerable children. 	Y	Y
Setting Closure	All Children, families and staff.	Expose vulnerable children to potential harm.	<ul style="list-style-type: none"> Identify vulnerable children and families. Following a confirmed positive in the setting management will follow the settings outbreak plan 	Y	Y
		Containing potential, local outbreak.	<ul style="list-style-type: none"> Upon closure ensure Designated CPs contact details are made available to all staff, families, and professionals. Ensure all staff have clear guidance as to the procedures they should follow if they have concerns about a child whilst the setting is closed. 	Y	Y
Resources	Everyone	Contamination of equipment	<ul style="list-style-type: none"> Parents are requested to bring in only essential items from home (e.g. avoid bringing in personal toys). 	Y	Y
Inadequate information and communication	Everyone	Poor information leads to a higher risk of contamination and spread of disease	<ul style="list-style-type: none"> Monitoring national advice and guidelines daily 	Y	Y
			<ul style="list-style-type: none"> Monitoring our own setting daily 	Y	Y
			<ul style="list-style-type: none"> Recording all staff and children's absences – dates and detail 	Y	Y
			<ul style="list-style-type: none"> Asking parents for travel information 	Y	Y
			<ul style="list-style-type: none"> Contacting and updating parents and families regularly 	Y	Y
			<ul style="list-style-type: none"> Maintaining contact with other settings. 	Y	Y
Personal care	Children and staff	Cross contamination of germs	<ul style="list-style-type: none"> Showing transparency 	Y	Y
			<ul style="list-style-type: none"> Maintaining confidentiality where appropriate 	Y	Y
			<ul style="list-style-type: none"> Nappy changes: Staff will clean changing mat before and after use. Staff will wear gloves at all times. All child waste to be double bagged and sent home. Records must be kept of all nappy changes. 	Y	Y

When a child or Staff becomes symptomatic	Anybody with access to the setting	Possibility of testing positive for Covid-19	<ul style="list-style-type: none"> • When a child develops symptoms of coronavirus whilst in the setting, they will be kept comfortable with a member of staff and distanced from other children. • Parents/Carer will be notified immediately and asked to collect their child. • Advise parents to have their child tested for Covid-19 and inform Smarties of the outcome. • If a child appears to be generally unwell whilst in the setting parents/carers will be contacted to collect their child to help stop the spread of germs. • Parents/carers have been advised to have an emergency contact available for each session that their child attends if they cannot get to the setting within fifteen minutes of us contacting them. 	Y Y Y Y Y	Y Y Y Y Y
Security of the building	Everyone	Injury or death	<ul style="list-style-type: none"> • Fire Alarm – in the event of the fire alarm sounding, the meeting point will be located beyond the gate on the left side of the school playing field. To access this safely children will be led by staff through the nearest safe fire exit, where the register will be taken at the meet point. • At 9:00am a member of staff will greet children one at a time at the gate and they will be escorted into the building where other team members will help settle in the child. • Upon collection, children will be brought to the foyer with all their belongings one at a time. 	Y Y Y	Y Y Y

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
It is not possible to lower risk further. Benefit of opening the setting during the pandemic outweighs the risk. Risk assessment will be reviewed, at the beginning of every half-term and more frequently if required.	Michelle Haley Management Committee	Immediately – already in place from previous RA or actioned on 24 th Jan	Immediately – already in place from previous RA or actioned on 24 th Jan	MEDIUM (M) Possibility of significant injury or over 3-day absence occurring
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW:	COMMENTS:			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.