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| **Risk assessment and risk management record** | | | | May 2020 | |  | |
| **Establishment:** Froxfield Pre-School | | | **Purpose:** COVID-19 Pandemic Partial Pre-School Closure | | | | |
| **Headmistress:** Vickie Farrow  **Pre-School Manager:** Gillian Jones | |  | **Group Size**: No more than 12 children  **Staff:** Nicki Oakes-Monger | | **Ratio:** 2 yrs 1:4  3-4 yrs 1:8 | | |
| Identifying the hazards – assessing the risk | | | Control measures – reducing the risk | | | | |
| **Site and its environment**  Virus transferred through touching communal objects then touching own face.  Virus transferred through airborne saliva. | **Risk rating**  High  High | | Reduce visitors to site to absolute minimum essential.  Parents not permitted onto the pre-school site – adults to supervise movement from the gate to toilets to wash **hands** before playing. Hand sanitiser available at the gate.  GJ to write a Parent Protocol to share with parents, staff and Governors – this will be included as part of the parent letter.  One adult only to pick up/drop off children. Siblings to remain at home wherever possible.  Stringent and frequent hand washing procedures reiterated and adhered to including not touching face. Frequent reminders for children and staff. Use visual prompts to re-inforce this.  A cleaning station to be created both inside the hall and outside in the garden consisting of: tissues, paper towels, sanitizer and disinfectant spray (sanitiser and disinfectant spray to be stored up out of reach of the children).  Doors to be propped open where possible, to avoid touching handles.  All excessive resources to remain stored and not put out (in particular those resources that are not easily cleaned).  Frequent cleaning of resources and touched areas after use, including door handles, surfaces etc.  Thorough clean of populated areas at the end of each day. GJ to create a cleaning schedule that is completed and signed off each day.  Disinfectant wipes available for staff to wipe pre-school mobile etc. after each use.  Outdoor sand pit to remain closed – to avoid cross contamination.  Minimise belongings coming in from home – only essential items e.g. nappies.  Jubilee Room and Entrance Hall to remain closed. Staff to minimise use of the hall way and stairs to the first floor cupboard – handles to the cupboard, stairgate and bannister to be wiped after use (A bottle of disinfectant spray and cloth to be kept in upstairs cupboard).  Refrain from small cluster group activities e.g. key group time, story time etc.  Removal of dens and confined areas.  Social distancing between staff and also between staff and parents to be observed and reinforced.  Where appropriate encourage social distancing between children e.g. by limiting the amount of children at an activity, spacing the children apart etc.  Staff to reinforce and remind children to: use tissues, cover mouths when coughing and to wash hands.  All rubbish to be double bagged and put in lidded bins. Bin to be placed in garden.  Use of garden space as much as possible.  Good ventilation through the hall – windows to be opened etc.  Create a one-way system in through the side door and out through hall. Staff to support the children in its use.  All soft furnishings to be kept stored and not put out.  Current government guidance states that PPE is not advised for nappy changes as it can cause cross-contamination if not worn correctly. However, good ventilation and use of usual protective measures remain in place e.g. gloves etc.  PPE to be used whilst waiting for parent to collect a child who is exhibiting symptoms on Covid 19 e.g. high temperature, continuous cough.  Self-service water station to be replaced with children bringing in their own named water bottles. These will be kept on kitchen counter to avoid other children mistakenly drinking from them, thus causing cross contamination.  Staff to be vigilant for younger children who might put resources in their mouth. Unnecessary resources that could encourage this action e.g. home corner cups, cutlery etc. to remain stored and not put out.  Staff to limit their own visits over to the main school building. If possible go outside of school hours to avoid additional contacts.  .  Staff Meeting to consider fire evacuation and emergency scenarios. Fire Evacuation requirements outweigh social distancing requirements. | | | | **Outcome**  Medium, virus survives for up to 12 hours on metal surfaces, 7-8 hours on soft furnishings including clothes.  Period between school closing and reopening exceeds 12 hour period.  Medium, children will play and interact together.  Medium |
| **Group**  Cases of the virus brought onto the pre-school site. | High | | Parents to only bring children who are healthy into pre-school.  Children with coughs or temperatures must stay at home. Children who have any symptoms to stay at home for 7 days.  Monitor children closely throughout the day. Isolate from other children and send home immediately should they become unwell. Staff supporting these children must wear a mask and gloves.  Teachers to observe social distancing rules with all adults on the pre-school site. Strategies in place to promote good social distancing between children – see above.  Use of PPE is not recommended. Children should not wear PPE as this can increase the risk of infection if not worn correctly. Staff can wear at their discretion. Staff should wear masks and gloves for providing First Aid. Obtain supply of plastic aprons for emergency use – eg. Sickness.  Letter to parents informing them of the necessity to retain social distancing measures with school staff and other families at school drop-off/collection time. – Parent Protocol.  Staff who are clinically, extremely vulnerable or display symptoms must follow government guidelines and self-isolate for the required period. Staff who are clinically vulnerable should let VF know so strategies can be put in place to ensure they are offered the safest possible role. | | | | Medium  since a high temperature may not occur in all cases  Senior staff make regular telephone contact with identified vulnerable families |
| **Staff arrangements.**  Sufficient staff on site to cover emergencies and eventualities.  Provision of food.  Social isolation and impact on mental well-being for both parents and children.  Social distancing measures may make children scared or upset.  Social isolation and impact on mental well being for staff including stress of making decisions in unusual circumstances drawing on constantly evolving and sometimes conflicting advice. Requirement to work can be frightening for some staff who are worried about catching the virus and transmitting to their household. Staff may have lost friends/loved ones. | Medium  (Staff are well, this could become high if staff become unwell).  High  High  High  High | | Staff to work their usual hours, if not shielding due to underlying conditions. It will be necessary for all staff to supervise lunch time in order to support the children with social distancing.  There will be a DSL on the school site and a First Aid trained member of staff within the pre-school.  Snack to be given as a whole piece of fruit etc.Children to bring in their own named water bottles - to avoid cross contamination.  HC3S to provide packed lunches in individual bags.  Parents encouraged to provide children with own packed lunches.  Thorough hand washing prior to and after eating.  Children to eat outside in the garden, when possible. If it is necessary to eat in the hall then children will be spaced out across several tables. Surfaces to be cleaned before and after eating.  Key people to undertake regular telephone calls to the families of those children who have not yet returned to pre-school.  GJ to keep parents informed of any updates in pre-school procedures and to provide relevant information as necessary.  GJ to use the Facebook page to highlight a range of activities that could be undertaken at home. Facebook to be used to sign post parents to support groups and helplines.  Video messages sent to those children who are yet to return to pre-school, in order to keep them connected to both pre-school and their key person.  Staff to be mindful of children who may be struggling with the transition back into pre-school. Provide support/comfort and let parents know.  Staff to continue to nurture and support children as appropriate.  Use of social stories and songs to embed an understanding of new routines and practices.  Provide a clear, consistent approach.  If PPE is used by some staff, this may be unsettling for some children. Explain why this is necessary, in a way the children can understand (see above – social stories etc.)  Regular informal and formal staff communication – ParentMail and WhatsApp group. Liaison and back up from Chair of Governors in terms of following most appropriate and safest guidance e.g. PHE/DfE Helpline for Schools/NHS111.  Staff provided with valuable, realistic amounts of work to carry out at home.  HT same with Hants HT Colleagues and key Governors  Statutory requirements fulfilled wherever possible by email.  Staff well-being lead (AB) available to offer support for staff and share general feeling of staff with HT.  HT to be flexible with hours where possible to meet staff commitments with own family members  Workload of staff considered. Reduce the need for ‘extra’ tasks, feedback orally and try to ensure planning not duplicated online and face-to-face. Keep meetings to a minimum.  Ensure staff are kept fully informed at all times. | | | | Low  Medium  Medium  Medium  Medium |
| **Variations: record any additional assessments and control measures here if this sheet is used as a generic risk assessment**  **This risk assessment will vary according to the number of staff who remain well and operational. It will also need adapting in line with evolving government guidelines.** | | | | | | | |