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| Hazard | Who might be harmed?  How? | Existing controls in place? | Other ways to reduce risk | Action req? |  |
| Transmission of Virus | Staff, children, families, wider community.  Contracting virus, developing symptoms, becoming unwell, requiring hospitalisation, death | Pre-School cleaning policy and procedure in place to clean environment and resources on a daily basis.  Staff have access to a basic supply of PPE, as used in daily practice.  Supervision of children to maintain good hygiene.  Only staff and children allowed entry into Pre-School during session times.  Parents/carers asked to drop and go at the door.  Children to leave belongings including lunch boxes outside until staff have cleaned and wiped all items.  Staff to maintain social distancing measures. Each staff member will have a separate break and lunch time to reduce the need to be in close proximity to each other.  Groups (bubbles) of children and staff will be created to limit the number of possible contacts each adult/child has during their Pre-School day. | Enhanced cleaning processes to include, regular cleaning of high frequency touch spots throughout the Pre-School. Staff to deep clean Pre-School (indoor and out) at the end of each day.  Children and staff wash hands regularly throughout the session, including mealtimes, between activities and after toileting and changing.  In the event of a member of staff becoming unwell and limiting the staff available to work in their bubble, the Pre-School will close on the affected days. Children will not be allowed to swap days to ensure the bubbles are maintained.  Ensure all windows are opened at the start of each day to allow airflow through the building. Wherever possible open the door to the garden, closing the gate for children’s safety. | Ensure an adequate supply of cleaning and hygiene materials including PPE are available and ordered in advance of need.  Display signage to ensure parents/carers visitors understand where they should wait or how to communicate safely with staff.  Encourage parents/carers to use alternative methods of communication to avoid build up of people outside the Pre-School and on the School site at drop off and collection times.  Staff reminded of procedure for reporting illness and advice for testing made available to all staff in case of suspected Covid 19 symptoms.  Staff to include hygiene reminders in their play and discussions with children wherever possible. Encourage children’s independence. |  |
| Resources as a source of transmission | Children, staff and families.  Multiple children and staff having access to and using the Pre-School resources. | In preparation for opening staff will reduce and limit the types of resources available. Staff will follow guidance on the amount of outdoor playtime made available to children throughout the day and have indoor/outdoor play on offer throughout the session.  No soft toys, clothing (dressing up) or tactile sensory activities will be available.  Only toys that can be washed/dried and disinfected easily will be available. This will ensure that all resources can be cleaned thoroughly at the end of each day. | Where possible to extend the range of activities on offer to the children, staff will make and prepare individual set ups (e.g. small pots of play dough to be used by one child in a named pot, before being disposed of at the end of the child’s session)  Staff to disinfect all surfaces before and after an activity. Spray and cloths MUST be kept out of reach of children at all times. | Parents/carers asked to ensure their child has appropriate clothing at all times.  Order extra resources and consumables where necessary. |  |
| Drop off and collection times | Children, families, staff  Parents/carers not following social distancing measures, coming too close to doorways, staying to talk to staff, talking to others whilst waiting for their child | Social distancing reminders displayed at the entrance to Pre-School. Markers to guide parents/carers of where to stand whilst waiting.  Staff will only open the door when the children are ready to enter/leave. | Staggered drop off and collection times allow parents/carers to arrive in a 15 minute window. | All returning families will be written to prior to opening with information including the procedure for drop off and collection. |  |
| Snack and lunch times | Children, staff  Close proximity to other individuals, children touching other’s food/drink | Staff will clean each table with Dettol prior to snack and lunch time. All children will wash hands and sit down together to limit cross contamination. Snacks and drinks will only be served when all children are seated. Due to small group sizes, children can easily be seated at a distance from each other.  Children will drink from their own (named) water bottle brought in from home.  Staff will ensure children are clean from food stuffs, and wash their hands at the end of snack and lunch times before cleaning the tables and chairs again at the end of the snack or lunch time. | Children asked to bring in a packed lunch as the Pre-School will not be collecting hot meals from the school until further notice.  All kitchen items (plates, cutlery etc) to be washed in the dishwasher.  Staff to wash their hands before and after their own breaks. |  |  |
| Ill child | Child, staff, other children, families, wider community | Any child who appears unwell on arrival will be asked to return home until they are well.  Any child who displays signs of illness whilst at Pre-School will be cared for and a parent/carer called and asked to collect their child as soon as possible.  Any child displaying symptoms of Covid 19 will be isolated with one member of staff caring for them. Staff will use PPE and remain in a well ventilated part of the building (near coat pegs, with window opened)  Another member of staff will ensure the safety of all other children at the time. | Thermometer checked for suitability prior to reopening. First aid kit checked. Paediatric first aider available at all times, along with a senior member of staff.  PPE for Covid symptoms will be packaged and labelled for its intended use, this will ensure it is not used up and can be found easily should it be needed.  Any tissues, wipes, PPE or other items used whilst caring for the child with possible Covid symptoms will be placed into a bag and disposed of in outside bin.  Ill child will use ‘toilet 1’ which will then be locked and cleaned after the child has left the building. | Parent/carer declaration and updated emergency contacts to be completed prior to returning to Pre-School.  No restrictions or special control measures are required whilst waiting for the results of a Covid 19 test. Pre-School can remain open.  If a case of Covid 19 is confirmed, the manager will make contact with the local Public Health England Protection Team to discuss the case and the procedure to follow. The results of this contact will determine whether the Pre-School remains open and will provide guidance on further cleaning. |  |
| Cleaning – transmission within the environment | Staff, children, families | Staff will clean the Pre-School environment (indoor and out) before the start of each session.  All toilets, sinks, soap dispensers, hand towel dispensers, door handles, tables and chairs will be cleaned at hourly intervals. This is in addition to routine cleaning for snack, lunch and messy activities.  Toys and resources will be cleaned in preparation for the start of each day. Toys will be rotated to allow for deep cleaning and drying times.  Out door areas will be kept clean and tidy at all times. Sand will not be permitted. Bikes, wheeled toys and garden equipment will be cleaned at the end of the morning and afternoon sessions.  Children’s lunchboxes and bags will be cleaned by a member of staff before being brought into the Pre-School building.  At the end of the day, all areas of the Pre-School will be cleaned by Pre-School staff. See cleaning schedule.  Each member of staff will clean the kitchen area after their break. | Staff will be provided with all necessary cleaning equipment and will be advised on how to clean each area.  Any area or resource that causes concern, or cannot be cleaned effectively will be removed and stored for future use.  All work surfaces and desks, in the Pre-School room, kitchen and office should be kept clear at all times to allow effective cleaning.  Staff to bring in a spare uniform.  All children asked to wear clean clothes for each session they attend and bring with them spare, clean clothes in a bag.  Staff to change out of their uniform and wash hands before leaving Pre-School for the day.  Staff to only use their own Kindle, and ensure it is cleaned at the end of each session.  Senior member of staff in office to clean the desk, keyboard, mouse and chair at the end of every day. | Provide a safe place outside for cleaning equipment and anti bacterial hand gel to be stored and accessed easily during the day.  Hand gel to be available in the porch at the entrance to Pre-School for people to use on arrival and when leaving.  Provide staff with individual boxes for storing hand gel, soap, creams, pens, cleaning gloves and any other items that should not be shared.  \*Cleaning schedule attached\* |  |
| Visitors | Children, staff, visitors – transmission of virus | No visitors will be allowed entry to the Pre-School during the Pre-School session.  In case of emergency, staff will follow guidance from the emergency services where necessary.  All other visitors will be asked to make an appointment at a suitable time, where there will be no children and minimal staff present. | There will be no visits or outings for Pre-School children until it is safe to do so. | Ensure any appointments are made at a suitable time. Wherever possible all unnecessary visits/meetings should be postponed until a safer, more suitable time.  Request virtual or telephone with all other professionals at this time. |  |
| Staff wellbeing | Staff  Pressure of returning to work when they are still at risk of contracting Covid 19  Stressful working environment due tom rapid change in routine and procedures | Staff have remained in regular contact with each other and with management.  Staff have been provided with individual packages containing hand gel, hand cream, gloves, pens and care items. These will be stored in the kitchen and will provide a safe place for staff to place their individual belongings.  Following the usual approach, there will be an open door policy to discuss any concerns with the senior member of staff available. | Staff will be entitled to regular break times throughout the day. | Virtual supervision to be provided for staff every fortnight. |  |
| Behaviour – biting and/or spitting | Staff and children  Transmission of virus from bodily fluids | Small groups with high staff:child ratio to support any child with behavioural concerns.  Monitor all children’s behaviour and use knowledge of the individual child and professional judgement to diffuse any potential behaviours and engage children in meaningful activities. | Separate child from the rest of the group should behaviour present as a risk to the safety of the other children/staff.  Following any incident in which a member of staff or child has been bitten or spat at, senior staff member will call parents/carers to ask them to collect child immediately. | Parents/carers to sign declaration form prior to children returning to Pre-School. |  |

Local Public Health England contact details

**West Midlands North HPT**

Public Health England  
Stonefield House  
St Georges Hospital  
Corporation Street  
Stafford  
ST16 3SR

Telephone0344 225 3560 (option 2)

Out of hours advice01384 679 031

Parent/carer declaration and emergency contacts form attached.

Info on Covid testing for staff, children and families. Please follow guidelines on the website below.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>