



URC Preschool Covid-19 Risk Assessment

Address of Premises	URC Church Hall Vaughan Road Harpenden Hertfordshire AL5 4ED
Date of Initial Risk Assessment	25th July 2020
Date of Last Review	6th September 2020
Level of Overall Risk on Day of Last Review	Medium
Date of Next Review	The risk assessment should be ongoing. A thorough review of the risk assessment should take place 4th January 2021 .
Assessor	Lorraine Robinson
Signed By Assessor	

Calculating Risk

Who is at Risk?		Likelihood	Chance	Description
A	URC Preschool Staff	1. Very Unlikely	0 – 20%	The event may occur only in exceptional circumstances
B	Parents/ Carers	2. Unlikely	21 - 40%	The event could occur at some time
C	Children	3. Moderate	41 – 60%	The event will occur at some point
D	Other Agencies	4. Likely	61 – 80%	The event could occur in most circumstances
		5. Very Likely	81 – 100%	The event will occur in most circumstances

Severity Key	Accident	Exposure to Virus	Mental Health
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Severity	Description
1. Negligible	Minor injury, minimal first aid treatment given causing little work interruption. Little to no exposure to virus. Apprehension on one off occasion or of short duration requiring no treatment.
2. Minor	Injury requiring first aid treatment. Some exposure to virus. Minor concern or worry being displayed over a period of time, but not requiring time off work.
3. Moderate	Injury requiring medical treatment, causing inability to continue work for more than 7 days. Moderate exposure to virus. Significant trauma displayed after event or over considerable period of time, causing health issues.
4. Significant	Permanent or life changing injury requiring immediate medical treatment. High exposure to virus. Major trauma related illness resulting in self harm and long-term incapacity requiring counselling.
5. Severe	One of several deaths. Extremely high exposure to virus. Extreme mental health issues leading to suicide.

Risk Matrix - Likelihood x Severity = Risk

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Rating	
1 - 5	Low risk – acceptable, monitor.
6 - 15	Medium risk – acceptable, subject to guidance.
16 - 20	High risk – unacceptable, activity must not proceed.

Hazard	Who is at risk?	What are the potential risks?	Likelihood	Severity	Risk Rating	Control & Actions in place.	Staff Responsible
Children entering the premises during pandemic.	A, B, C	Exposure to Covid 19.	5	3	15	<ul style="list-style-type: none"> UK Government and Department of Education guidance is being followed. The children will be split into their year groups (main room and red group) and the same staff will work with these children every week. All children will wash their hands once they have entered the setting. Child friendly information posters are put up around the premises on hygiene. Children will be encouraged to wear clean clothes upon arrival to the preschool and parents should wash clothes when the child returns home. Children will be encouraged to use a tissue and bin it when sneezing. Children will be extremely discouraged to bring in toys and backpacks from home. 	All staff present on day.
Parents entering the premises during pandemic.	A, B, C	Exposure to Covid 19.	1	3	3	<ul style="list-style-type: none"> Parents will drop the children off using the front door of the hall. Parents will never be allowed inside the church hall. Parents will be asked to line up at a 2m distance set out by floor stickers around the back of the church and not inside the gates. 	Member of staff manning the door.

						<ul style="list-style-type: none"> • Parents should practice social distancing when queuing and not congregate before or after drop-off and pick up. • Both gates will be opened by a member of staff at 9am and stay open until all of the children are inside so parents do not touch the surface. • One parent will enter the garden at a time using the gate nearest the hall and exit using the other gate. • No entry and exit signs are to be placed on gates to minimise confusion. • There will be no prospective parents visiting during this time and will instead be encouraged to use the website. 	
Staff entering the premises during pandemic.	A, B, C	Exposure to Covid 19.	5	3	15	<ul style="list-style-type: none"> • Staff will have to wash their hands upon entry to the setting and before they leave. • Staff will have access to antibacterial gel, disinfectant and PPE supplies whilst they are in the setting. • Management will monitor stock of PPE and cleaning equipment daily; these will be replenished when appropriate. 	
Outside agencies entering the premises during the pandemic.	A, B, C, D	Exposure to Covid 19.	1	3	3	<ul style="list-style-type: none"> • No outside agency will be able to enter the premises during the session with the exemption of the emergency services. • Extracurricular and other hall uses will not use the hall whilst we are practicing social distancing measures. 	Manager present on day.

						<ul style="list-style-type: none"> Any essential maintenance, deliveries or bin collectors should be scheduled to enter the premises after the preschool session has taken place and should wear appropriate PPE. Preschool manager and staff should be made aware if an outside agency has entered the hall and thorough cleaning should be carried out before children return. 	
Someone who is infected entering the premises.	A, B, C	Exposure to Covid 19.	2	5	10	<ul style="list-style-type: none"> If any child, staff or household member are displaying symptoms of Covid-19 when they are not at preschool, they should stay at home for 14 days until symptoms have passed. All surfaces and toys will be frequently cleaned with appropriate antibacterial cleaner where possible throughout the session. Parents will be informed if a member of their child's group has been diagnosed with Covid 19. 	All staff present on day.
Staff changing nappies and clothing.	A,B	Exposure to Covid 19	3	5	15	<ul style="list-style-type: none"> Nappies and clothes will be provided by the Preschool as children are discouraged from bringing backpacks. Parents will be asked to wash any preschool clothes given to a child and they will be left for 72 hours on return before using again for a different child. 	

						<ul style="list-style-type: none"> • Paper roll will be placed on the nappy changing station and disposed of afterwards. • Staff dealing with nappy changes must wear gloves, an apron and a mask. • Both the child and member of staff must wash their hands afterwards in the disabled toilets. 	
Staff or child travelling internationally.	A, B, C	Exposure to Covid 19.	1	5	5	<ul style="list-style-type: none"> • Government guidelines should be followed. 	Manager
Travelling to preschool.	A, B, C	Exposure to Covid 19	3	5	15	<ul style="list-style-type: none"> • Children should be encouraged to walk or use private transport to travel to the setting. • No staff member or child should use public transport to travel to the premises. 	Manager
Visiting other sites or home visits.	A	Exposure to Covid 19.	1	5	5	<ul style="list-style-type: none"> • All visits to other sites such as training courses are to be done virtually or should be postponed. • Home visits should take place in a garden where possible. 	Manager
Symptomatic Children	A, B, C	Exposure to Covid 19	3	5	15	<ul style="list-style-type: none"> • Staff will not be taking routine temperatures of the children every morning and group leaders will instead be vigilant in watching their children and acting quickly if they notice symptoms. • If a child is poorly before Preschool and a parent has to administer Calpol, that child should not be brought into the setting that day. 	Manager

						<ul style="list-style-type: none"> • If a child starts to show symptoms of Covid 19 throughout the session, a member of staff will stay with the child in a designated area and a parent will be called. • Hertfordshire County Council will be notified if there is a suspected case of Covid-19. • If a test comes back positive, Public Health England, HCC Early Years' Service and OFSTED will be notified. • If a child or member of staff has to self-isolate, a letter will be sent out to all parents of children they have been in contact with in the setting. 	
Symptomatic Staff	A, B, C	Exposure to Covid 19	3	5	15	<ul style="list-style-type: none"> • If a member of staff is showing symptoms of the illness, they will be sent home and another member of staff will be called to take their place. • If a member of staff self isolates, all of their family need to be tested as soon as possible. • If a test comes back positive, Public Health England, HCC Early Years' Service and OFSTED will be notified. 	Manager
The toys and surfaces become contaminated	A, B, C, D	Exposure to Covid 19.	3	5	15	<ul style="list-style-type: none"> • Two members of staff will ensure that the toys and surfaces are cleaned as often as possible. • Toys will be cleaned in the kitchen with hot water and Milton (disinfectant). 	All staff present on day.

						<ul style="list-style-type: none"> • Garden toys will be cleaned with a spray bottle of diluted Milton (disinfectant). • All soft furnishings will be removed from the setting as they are difficult to clean. • At the end of the day a thorough deep clean will take place of the setting by the staff. • Windows will be open where possible to ventilate all rooms and improve airflow. 	
Food becomes contaminated.	A, B, C	Exposure to Covid 19.	2	2	4	<ul style="list-style-type: none"> • Children will no longer be able to handle the food; this will instead be done by their group leader. • Staff will wear gloves and use spoons when handling any food. • Staff will give each child their own plate of food after asking the child what they want. • Lunch boxes will be cleaned once all of the children have entered the setting. • Parents will be asked to provide a plastic, named lunch box. 	Group Leaders & Runners.
Staff meetings and workplace gatherings.	A	Exposure to Covid 19.	2	3	6	<ul style="list-style-type: none"> • Staff will be encouraged to socially distance by 2m if they need to talk. • Talking between staff will be discouraged throughout the session. • Planning will be carried out by the manager as much as possible. 	Manager
Vulnerable employees.	A	Exposure to Covid 19. Anxiety over returning to work.	3	5	15	<ul style="list-style-type: none"> • If any staff has been classified as vulnerable by the Government, they should alert the manager immediately. <ul style="list-style-type: none"> • Vulnerable staff should be highly discouraged from returning to work. 	Manager.

						<ul style="list-style-type: none"> • If a staff is concerned that they are vulnerable, they should voice their concerns to the manager and wear appropriate PPE. • Pregnant employees will be told to self-isolate or work from home. 	
Self-Isolation and Wellbeing	A	Anxiety over isolating.	2	2	4	<ul style="list-style-type: none"> • Manager should consistently check on the welfare of the self-isolating child or staff member through phone calls or video meetings. 	Manager
Cleaning toys in the kitchen with boiling water.	A	Risk of burn	2	4	8	<ul style="list-style-type: none"> • Runners should be vigilant when pouring the water into the boxes. • Runner should ensure that the floor is not slippery before transporting the hot water. 	Manager