**Our Lady of Pity Pre-School**

**Rigby Drive**

**Greasby**

**Wirral**

**CH49 1RE**

**0151 677 6813**



**COVID-19 Risk Assessment**

**Authored by Emily Kendrick – BA Hons EYTS – 11th March 2021**

**Reviewed by Emily Mellor – BA Hons – 11th March 2021**

**Approved 11th March 2021**

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**COVID-19 RISK ASSESSMENT GUIDANCE – UPDATED JANUARY 2021**

It is important that it is recognised that all early years providers will face different challenges dependent on a range of factors such as group sizes, room sizes, location and size of dining areas/ room and drop off/pick up points. With that in mind there will absolutely be a requirement for early years providers to consider the appropriate controls and add further controls that are suitable for each early years provider’s individual factors.

This risk assessment is not exhaustive and is flexible and fluid.

This document seeks to support early years providers to plan in line with Local authority and government guidance.

It is recognised that the guidance below is not an absolute. Some situations that arise may need additional advice from the local authority, however this should help with the planning process and documentation of risk assessment.

1. **The Advice Within This Document Is Referenced From:-**

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

1. **The Following Links Contain More Information on Each of The Below Sections**

**2.1 Social Distancing:-**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings#which-children-can-continue-to-attend-education-and-childcare-settings>

**2.2 Cleaning In An Educational Setting:-**

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

**2.3 Guidance on Shielding and Those Defined on Medical Grounds as Extremely Vulnerable:-**

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

1. **Planning and Checking Supplies:-**

Additionally, for the purpose of risk assessment the consideration of the following will help with planning - Checking supply levels should be done weekly and ordering done frequently to ensure availability of some items.

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| Maintaining Catch it, bin it, kill it  Maintaining frequent hand washing  Provision of handwashing facilities in the workplace. | * Ensure soap and hot water are available in every toilet and at the kitchen sink. * Hand sanitiser stations to be located; at the entrance for children and any other person passing into the provision to use, in the outdoor area, every staff member to have a hand sanitiser on their person at all times. * Three lidded pedal bins to be available, two in the room (one by the door and one in pre-school area), one in the outdoor area for the disposal of tissues and any other waste. Bins to be double bagged when emptying. * A good supply of disposable tissues to be available at all times, to implement the ‘catch it, bin it, kill it’ approach in each room. * Ensure good ventilation by keeping windows open as much as possible in line with child safety * Ensuring paper towels for hand drying are available or hand dryers are functioning correct. |
| Resources to consider. | * Posters (for example, to encourage consistency on hygiene and keeping to own group)   <https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus>   * Soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments * Disposable paper towels * Cleaning products (standard products such as detergent and bleach) * Sanitising wipes for wiping some equipment * Lidded pedal bins * Tape for cordoning off areas and marking floor. |
| Other things to consider | * The availability of staff, as well as your own and family circumstances, may change, so agree a policy for updating your audit on a continuous basis and how you will communicate this with staff and parents. |

1. **Risk Assessment:-**

** Risk assessment recording form M34**

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| **When complete this form must be added to your generic assessment library or site specific file.** |

| **Location or address** Our Lady of Pity Pre-School, Rigby Drive, Greasby. CH49 1RE. | | | **Date** 11/03/2021 | | | **Assessment:- No 00008 OLPPS** |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity or situation** Daily running of the setting | | | **Reviewed** Termly or Any Significant Changes to UK Government Guidance in COVID Risks | | | **Signature** *E. Kendrick* |
| 1. **Hazard** | **(2) Who may be harmed and how** | **(3) What controls exist to reduce risk** | | **Risk 1-25** | **(4) What action could you take to further reduce risk** | |
| **Staff shortages Through Illness:-** Illness due to Covid 19 related (short term absence)  Illness due to an unrelated health issue.  Other Covid health categories i.e. staff who unlikely to be able to attend work in the medium to long term.  i.e. Shielded employee / live in household with shielded person / employee who is clinically vulnerable | Staff and pupils | Additional practitioners can help, only practitioners from OLOP Pre-School to cover. No agency staff.  Ensure Staff qualification requirements and ratios are maintained in line with the EYFS.  Additional practitioners to be sourced if required. At present no staff are unlikely to be able to attend work in the medium/long term. | | 12 | Staff to remain within our bubble at all times.  Track and Trace system to be adhered to as set out in Government guidelines.  Staff requested to access home testing kits as provided by Wirral Council from WC 15/3/2021. Testing kits can be collected from a PCR site or ordered online; <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. Staff to consent to testing through survey monkey. Staff to test twice a week (Sunday evening and Thursday- any time). Results to be registered online and result to be emailed to Emily K. Staff can withdraw their consent at any time. If staff do not want to test at home they can still access Wirral LFD test sites.  Setting may need to close if self-isolation is required by a member of staff and staff ratio is compromised. | |
| **Staff shortages:-**  Staff who wish to remain at home due to childcare responsibilities |  | Remind staff that as a key worker they can reasonably be expected to come into work as they have a protected school/ early years place in their children’s provision.  Re-assure staff that the opening of the provision will only happen when the steps outlined in the Council statement have been met | | **12** | Inform staff of your policy if they do not turn up for work | |
| **Staff shortages:-**  Staff who wish to remain at home due to having another person in their household who is ‘clinically vulnerable’ NB *not extremely clinically vulnerable – shielded)* |  | Remind staff that as a key worker they can reasonably be expected to come into work as they have a protected school / early years place in their children’s provision.  *If a child, or* ***a member of staff lives with someone who is clinically vulnerable*** *(but not clinically extremely vulnerable), including those who are pregnant,* ***they can attend their education or childcare setting****.”*  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | | **6** | Inform staff of your policy if they do not turn up for work.  One staff member to work solely from home following pregnancy risk assessment to being 28+ weeks pregnant. Maternity leave to begin at 36 weeks. | |
| **Staff shortages:-**  Staff who state that they are not attending work on the advice of their union |  | Remind staff that as a key worker they can reasonably be expected to come into work, as they have a protected school place in their children’s school / early years’ provision. | | **2** | Inform staff of your policy if they do not turn up for work | |
| **Lack of social distancing**:-  At drop-off and pick-up point | All staff, pupils, contractors, and visitors | Social distancing measures are to be implemented in line with government guidance. Guidance shared with staff and parents via key points and documents along with operational plan. Parents informed face coverings are now mandatory in school premises. One parent/guardian allowed at drop off only.  Pre-School parents have been allocated a section of playground to collect children from. They will then enter the main school’s one-way system. This is detailed in a map and will be communicated to parents. Pre-school children to be dropped off at 8:45 and collected at 3:30pm to be separate from the main school. Playgroup children as normal.  Collections/drop offs at 11:30am, 12pm and 1pm will be at the gate adjacent to the school library, this will be clearly marked. Social distancing and face covering signs will be displayed.  Staff to wear face coverings at pick up and drop off, as well as anywhere in the main school premises.  The back door will be used to access the ‘nature garden’ to avoid crossover with the reception class if they are using the foundation playground.  Parents informed that they cannot gather at entrance gates or doors, or enter the site.  Parents are aware that they will only be invited in to the setting for prior arranged appointments. Parents are requested to use the telephone and email as their main source of communication to staff members. In case of pre-arranged appointment parents follow safety rules about distancing and use hand sanitizer displayed at the entrance  Parents not to enter the setting at drop off/collection unless absolutely necessary. If they have to enter the setting they must wear a mask and log their contact details in the visitor book. Visitors can scan the NHS COVID-19 QR code if they have the NHS app.  Map to be sent to parents marking the collection/drop off points  Any accident forms to be placed on a clipboard on a table for parents to read and sign to limit contact between parents and staff. Clip board and pen must be disinfected after use. | | **12** | Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they or any of their household are displaying any symptoms of coronavirus including the new symptoms (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))  Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend  Inform parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact  Signage will be displayed to remind parents about social distancing and appropriate way to enter the setting.  Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)  Parents are aware of recommendations on transport to and from education or childcare setting through operational plan and key points for parent’s document (including avoiding peak times). Read the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  Staff aware of collection and drop off arrangements. | |
| **Lack of social distancing**:-  Lack of social distancing of children | Staff and pupils | Pre-school bubble will consist of 31 children and 6 staff members. A maximum of 24 children will attend at any one time.  Keep your room doors and windows open if possible, for air flow. In the event of low temperatures allow the room to heat to 16oc before opening windows and doors.  Staff and children to wash their hands/ use hand gel when entering the setting, snack times, lunch time, before/after outdoor play and before going home.  No mask/ visor required when outdoors unless coming in to contact with parents/visitors.  Any shared materials and surfaces should be cleaned and disinfected regularly.  Children to hang their coat on their peg and put their bags/ lunch boxes in designated trays. | | **6** | Routine:  As many activities to take place outdoors where possible.  use the timetable and learning environment to reduce movement around the building  All play equipment to be soaked in Milton regularly. Any hard surfaces or large toys to be wiped with disinfectant.  Cleaning log to be completed once toys have been disinfected.  Any equipment not required will be stored in the shed/ cupboard.  Reduce the amount of soft toys to children, rotate and wash weekly.  Do not use soft modelling or play dough as can’t be effectively cleaned unless disposed after use by individual child.  Sand tray can be used, must be emptied weekly.  No loud singing, no signing hands. Replace with ‘signing time’ instead to teach children Makaton signs.  No water tray  Playground will be on a strict rota. After our play allocation high touch areas must be disinfected.  Children must use hand gel on way outside and when coming back indoors. | |
| **Attendance:-**  Children attending more than one setting | Staff and children | Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff. | | **6** | Clear communication between setting staff | |
| **Hygiene:-**  Toileting and personal care | Staff and children | Toilets only to be used by two children at a time. Toilets to be sanitised mid-way through each session as well as at lunch time and the end of the day as per the cleaning schedule. Children can use the other cubicle whilst the first is being sanitised.  Both sinks to be available in bathroom children encouraged to wash hands after visiting the toilet. Ensure the children know to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly – sing happy birthday twice. Staff to stand in the door way to watch and supervise children.  If child needs to be changed on the changing mat ensure it is thoroughly cleaned before and after use, including the base of the changing unit.  Change gloves / apron after changing every child. | | **6** | Supply of staff PPE and cleaning equipment to be checked by the Deputy Manager/Lead Assistant weekly. If supplies are running low Deputy Manager/Lead Assistant to be informed. Ensure there are at least two weeks of supplies at any one time. | |
| **Meal Breaks:-**  Lack of social distancing during lunch time and lunch time provisions. | Staff and children | Ensure children wash their hands before and after eating  Ask children to toilet two at a time before they have lunch to ease toileting pressure  Parents to provide clearly labelled, water bottles and lunch.  Snack to be provided by setting, snack will be put on the table in the child’s space before they arrive at the table.  Staff to have lunch at the ‘pre-school’ end of the classroom. Ensuring they are socially distanced from each other | | **6** | Parents advised to make lunches easy for the children to access i.e. crisps in sealed tub etc.  Snacks to be thoroughly washed before serving. When preparing food staff must wear gloves and an apron. | |
| **Meal Breaks:-**  Lack of social distancing during break times | Staff | Staff aware that they are to social distance from other staff members as much as possible. | | **4** | No mask required when outdoors unless coming in to contact with parents/visitors. | |
| **Staff Areas**:-  Lack of safe distancing in staff areas. | Staff and children | Staff are expected to maintain social distancing between themselves and children where possible. If social distancing is not possible, masks must be worn.  Staff to have their lunch within the class room. Staff to have any hot drinks in a flask mug. Staff must not leave their food/drink unattended at any time.  Hand washing supplies available at the kitchen sink. All staff to be issued with a hand sanitiser bottle that can be clipped on to their clothing, this must be on their person at all times.  Where possible staff to do any admin work from home to reduce the amount of staff in the building at any one time. | | **6** | Hand washing supplies to be regularly monitored. | |
| **Hygiene:-**  Inadequate cleaning of areas following displays of suspected COVID symptoms | Staff and children | Full guidance can be found here:  <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>  If a child becomes unwell and is awaiting collection, they should be moved, if possible and if appropriate outdoors or to a separate room with 1 adult. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  The adult accompanying the child must wear full PPE (apron, gloves, paper mask). Once the child is collected the PPE must be disposed of by being double bagged and the staff member must wash and sanitise their hands  If they need to go to the bathroom while waiting to be collected, they should not come in to contact with another child. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  In most cases, closure of the educational setting will not be needed but this will be a local decision with Public Health England based on various factors such as establishment size and risk of further spread.  One named staff member will stay until 4pm to clean the setting. | | **6** | If Covid 19 occurs all areas to be cleaned thoroughly. Staff will wear plastic aprons, gloves and masks.  Health protection team will be contacted when a case of COVID 19 is identified.  MDS form must be completed and returned to the local authority in the event of a confirmed COVID-19 case within the setting. | |
| **Hygiene:-**  Inadequate cleaning of premises (general) | Staff and children | Only high-quality cleaning products to be used.  Additional cleaning hours are discussed and agreed with staff.  Staff to refer to the cleaning schedule to ensure the setting is cleaned and sanitised to a good standard. | | **6** | Areas to be regularly monitored and checked. | |
| **Access & Egress:-**  Unsafe crossing of roads near provision | Staff and children | Road closures to be in place to ensure safety of children | | **6** | Parents and staff will be made aware of road closures around Greasby and the best way to drop off their child. | |
| **Fire Risk:-**  Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and push pads | Staff and children | Review fire risk assessment to reflect any changes that have been made.  Before additional children are re-introduced, make sure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist.  All doors leading in to the setting have an automatic close. If wedges are to be used they must be removed in the event of the fire alarm sounding and at the end of every day. | | **6** | Arrange for a fire drill within the first week to test procedures. | |
| **Fire Risk:-**  Changes to emergency fire procedures – uncertainty of staff and children due to working at different locations to normal and changes in evacuation routes. | Staff and children | Staff are aware of procedures and have signed to acknowledge fire policies and procedures. It is not a requirement to maintain 2 metres social distancing in the event of an emergency or unplanned sounding of the fire alarm, however it should be maintained at the muster point, if possible.    Staff have a responsibility not to increase the risk of fire in the workplace: by keeping combustible materials to the minimal, turning off electrical equipment when not in use and at the end of the day. | | **6** |  | |
| **Transmission:-**  Risk of transmission through contact with resources | Staff and children | Limit the number of shared resources that are taken home by staff and children and limit the exchange of such resources.  Staff to store ipads/tablets in their own trays to avoid cross contamination.  Staff should make sure they wash their hands and surfaces, before and after handling children’s resources. | | **4** | Staff to only use their allocated iPad/tablet, all iPad and tablets to be wiped down at the end of the day and stored in their own trays.  Children will only bring in their bag with spare clothes inside, lunch box and water bottle. | |
| **Transmission:-**  Risk of transmission through first aid procedures | Staff and children | Staff should follow the first aid policy and where possible maintain distance and assess their ability to assist a conscious casualty with minor ailments or illnesses at as distance of 2 metres. When this is not possible, the first aider must use the PPE as referred to in the Infection control guidance | | **6** | Aprons, gloves and paper mask to be used when administering first aid. Staff must wash their hands before and after administering first aid. Children to wash their hands after first aid has been received if appropriate. | |
| **Transmission:-**  Inadequate assessment of transmission risk between children with SEND and staff. | Staff and children | Individual assessment to be completed for children who have known behaviours that would pose risk, such as spitting and biting where social distancing is not possible. Provision of PPE should be considered on a case by case basis.  Refer to Local Infection Control Guidance for PPE requirements  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | | **6** | Cleaning of any special equipment needed for children with SEND also needs to be included in the cleaning regime. | |
| **Well Been:-**  Stress and mental health issues for staff | Staff and children | Remind all staff of the ‘working together to reduce stress’ framework    Request staff to complete a wellbeing questionnaire, include:   * Thoughts on returning, fears, concerns about returning, * what will be easy to accomplish, what will be hard, * fatigue, * Changes in circumstance, retirement, pregnancy, bereavement. * Additional worries about members of their family and friends. * Remind them of any internal support plan/system that is in place * Address / discuss ability to return to work. | | **9** | We have external occupational health support if required.  Regular staff catch ups to check that staff are coping. Emily K to ring the setting at lunch time and at the end of the day to check that the staff are okay. | |
| **Workplace Inspections:-**  Inadequate building management and routine inspections. | Staff and children | The daily health and safety assessment should be completed thoroughly before opening.  Any routine or annual checks should be carried out in their usual time frames.  Social distancing and hand hygiene should be observed by all contractors. | | **2** | Cleaning of equipment and setting to be undertaken prior to opening. | |

1. **Risk Assessment Plan:-**

| **Risk Assessment Action Plan and Revision History** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Additional Controls Required** | **Action to be Taken** | **Name / Signature** | **Target Completion Date** | **Task Completed**  **(Signed & Dated)** |
| 1 | Review risk assessment | Update assessment | Emily Kendrick  Emily Mellor | 10/9/2020 | EK/EM  10/09/2020 |
| 2 | Communicate to staff about key points in document | Key points within this document to be communicated to staff | Emily Kendrick  Emily Mellor | 11/09/2020 | EK  10/09/2020 |
| 3 | Review risk assessment | Update assessment | Emily Kendrick  Emily Mellor | 25/09/2020 | EK  24/09/2020 |
| 4 | Communicate to staff about key points in document | Key points within this document to be communicated to staff | Emily Kendrick  Emily Mellor | 25/09/2020 | EK  25/09/2020 |
| 5 | Review Risk Assessment | Update assessment | Emily Kendrick  Emily Mellor | 08/10/2020  Not reviewed as no change needed | EK  22/10/2020 |
| 6 | Review Risk Assessment | Update assessment | Emily Kendrick  Emily Mellor | 17/12/2020  To be reviewed earlier if any significant changes |  |
| 7 | Review Risk Assessment | Update assessment | Emily Kendrick  Emily Mellor | 05/01/2021  Reviewed risk assessment, due to UK Government announcement on lockdown laws.  Advised to stay open to all workers | 05/01/2021  EK/EM |
| 8 | Review Risk Assessment | Update assessment | Emily Kendrick  Emily Mellor | 11/02/2021 | 11/02/2021  EK/EM |
| 8 | Review Risk Assessment | Update assessment | Emily Kendrick  Emily Mellor | 25/02/2021  Review risk assessment sooner if guidance changes | 11/3/2021  EK/EM |
| 9 | Review Risk Assessment | Update assessment | Emily Kendrick  Emily Mellor | 20/5/2021  Review risk assessment sooner if guidance changes |  |

1. **Key contacts:-**

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| --- | --- |
| **Area** | **Link** |
| **Business Support and Performance team** | fis@wirral.gov.uk |
| **Wallasey Quality Support Officer** | Daniel Franklin ([danielfranklin@wirral.gov.uk](mailto:danielfranklin@wirral.gov.uk)) |
| **Birkenhead Quality Support Officer** | Karen Norbury ([karennorbury@wirral.gov.uk](mailto:karennorbury@wirral.gov.uk)) |
| **South and West Quality Support Officers** | West - Jo Fahy ([Joannefahy@wirral.gov.uk](mailto:Joannefahy@wirral.gov.uk) )  South - Ellie McMillan ([elenormcmillan@wirral.gov.uk](mailto:elenormcmillan@wirral.gov.uk) )Monday, Tuesday, Wednesday    South – Jo Gelling ([joannegelling@wirral.gov.uk](mailto:joannegelling@wirral.gov.uk) ) Wednesday, Thursday, Friday |

1. **Risk Assessment Rating Criteria**

