

RECORD OF RISK ASSESSMENT AND OPERATING PROCEDURES.	
Name of setting	St Alban's Pre School Macclesfield
Hazard Assessed	Continued opening of St Alban's Pre School after closure due to COVID-19 May 2021

Date of Assessment	23/5/20	25/5/20	17/6/20	14/7/20	1/9/20	18/9/20 21/10/20 16/12/20 25/1/21 15/2/21 27/5/21 6/9/21
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Description of Risk

- Risk of serious illness, through contracting the virus COVID-19 while in attendance at St Alban's Pre School.
- Those at risk are pupils and their families, staff, and any visitors to the setting.
- There were also some risks associated with going back into Pre School, when the building has been unused for 6 weeks. These are also addressed below

Transmission of Coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing, and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person.

Procedures to Minimize Identified Risks

There are important actions that children and young people, their guardians and those who work with them can take during the coronavirus outbreak to help prevent the spread of the virus.

In all education, childcare and children's social care settings, preventing the spread of coronavirus involves preventing:

- **direct transmission, for instance, when in close contact with those sneezing and coughing**
- **indirect transmission, for instance, touching contaminated surfaces**

A range of approaches and actions should be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced.

At St Alban's Pre School these were:

1. Health and Safety Measures for Returning to the building which was unused for 6 weeks.

- In accordance with Legionnaires Disease risk assessment- flush all water outlets for at least two minutes. To be completed before reopening.
- Make sure all daily, weekly, and monthly risk assessments, including fire risk assessments are carried out before reopening (checklist on noticeboard in preschool- signed off by supervisor daily)
- Health and Safety Policy to be updated to include COVID-19 risks
- Fire Drill procedures to be assessed and updated re evacuation procedures.

2. Minimizing contact with people who are unwell

- Visitors, parents and carers will not be permitted into the Pre School building unless absolutely necessary for health and well being purposes. A record is kept of any visitors.
- Staff should not come into preschool if they feel unwell, and follow government guidelines if they have coronavirus symptoms:
- Children are not permitted to attend Pre School if they, or anyone in their family have coronavirus symptoms (cough, fever, loss or change to sense of smell or taste).
- Parents/carers should follow government advice if anyone in the household has symptoms.
- **Staff have Lateral flow testing twice a week. This is recorded by Mrs Mercer.**

If someone has coronavirus symptoms, they should self-isolate for 10 days.

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested. (Visit NHS 111 online for over fives and phone NHS on 111 for under-fives.)

Where a child or staff member tests negative, they can return to the setting and their household members can end their self-isolation

- **Preschool must be informed of suspected and confirmed case of coronavirus in the child's household at the earliest opportunity.**
- If you consider your child to be vulnerable, consult with their GP or consultant before attending Pre School.
- Our usual policies still apply for other illnesses (see policies section of our website). If your child is unwell, with different symptoms to coronavirus, you are required to keep them at home until they are better and inform Pre School.

- **Do not give your child any medication such as paracetamol or Ibuprofen, that may mask any symptoms, before bringing them to Pre School.**
- We recommend that if a child lives with someone who is extremely clinically vulnerable, they should consider current ruling on attendance.
- Pre School should be informed if anyone in your household has travelled abroad in the 14 days prior to your child returning to/starting Pre School.

3. If a child becomes unwell in the setting

If a child becomes unwell while at Pre School, a staff member will separate them from the rest of the group and will wait until a parent carer arrives to collect them. The member of staff looking after the child will be required to wear apron and gloves. If there is risk to the adult from coughing, sneezing or vomiting, they will also be required to wear a face mask and visor/protective glasses.

4. Personal Hygiene Procedures

- Parents, carers, pupils, and staff are advised to wash their hands before leaving home.
- **No toys or belongings other than lunch, coats and a book bag to be brought into Pre School by children. Suitable shoes to be worn, preferably Velcro shoes and not laces. Black pumps to remain in the building in trays.**
- Pupils and staff to wash their hands on arriving at Pre School, before and after food and food preparation, after using the toilet, after blowing noses, sneezing or coughing and before leaving the setting.
- Adults and children will be encouraged not to touch mouth, eyes, nose.
- Door handles, toilets and sinks to be disinfected at regular intervals (morning and afternoon) by staff. The cleaner will also clean each day.
- Staff to wear gloves and apron for all nappy changes or changing of clothes due to soiling.
- In Pre School the children are taught the following basic hygiene procedures:
 - to wash hands with soap, use paper towels and dispose of them in a dedicated bin.
 - use tissues independently, dispose of them immediately in the bin and wash hands.
 Staff will spend time each day supervising, supporting and reminding children to do these things.
- Children will be taught songs and rhymes to support good hygiene procedures and staff will take advantage of opportunities to talk and listen to children about hygiene routines.
- Hand sanitiser to be available outside for staff always.
- Staff are advised to wash clothes and shower as soon as they get home after working in Pre School.

5. Cleaning of Furniture and Equipment

- Toys and equipment will be limited to that which can be easily cleaned for example:
 - no soft furnishings, dressing up, soft toys, dolls clothes etc
 - messy play to be limited to soap-based products e.g. shaving foam or water with soap in etc. (nothing that children may be tempted to put in their mouths)- all products to be thrown away and equipment thoroughly washed down at the end of each day.
 - small amounts of plastic construction etc. can be used if sterilised each day.

- limit the amount of pencils, scissors and equipment on mark making table.
- small numbers of books can be used (Wipeable covers)
- only wooden puzzles and games that can be cleaned.
- limited play food to be used in home corner.
- paints can be used- pots and brushes to be washed daily
- Pictures of special crafts posted on our Facebook page.
- Outside bikes to be limited.
- Shed to be limited to a few, easily cleaned resources.
- Limited play mats can be used, if cleaned daily
- Staff will clean all furniture, toys and frequently touched surfaces, both inside and outside, daily with detergents, bleach, disinfectant spray, or disinfectant wipes as appropriate

6. **Minimizing Contact and Mixing**

- Ideally, children will only be able to attend St Alban's Pre School. In certain circumstances children can attend another setting such as a child minder or nursery, if this is consistent.
- No parents or carers are to enter the building
- Ideally, only one parent/carer permitted for dropping off and picking up children.
- Parents/Carers to access Pre School as advised Staff will sign the children in as instructed by the parent/carer.
- Social distancing:
 - Parents to wear a mask and stay at least 2m away from each other and staff during drop off and pick up.
 - staff to stay at least 2m away from each other during at all times, where possible.
 - children encouraged to distance from each other with support from adults and through arrangement of furniture and resources.
 - notices on doors to remind everyone of social distancing.

Consider arrangements in staffroom when taking breaks.
All personal items such as coats and bags to be placed immediately in lockers to avoid cross contamination.
- Initially we had a very small group of children attending 1st June. The maximum number was 5 a day. This rose to 7/8. These children formed a bubble and had 2 staff who remained constant. For two weeks they had access to the whole room. On 15th June a new bubble of children will attended. At this point the room was divided by furniture. Continuity of staff took place as far as possible. The second bubble were offered 2 days each. So, there was a second bubble A and second bubble B. Again, staffing stayed in their bubble. As of 2nd September we will return to usual numbers and appropriate ratios with children keeping to the same class group where possible.
- Places were limited, due to the restrictions of our premises. Priority was given to the children of key workers, vulnerable children, children transitioning to primary school in Sept '20, 3-year olds and 2-year olds, in that order. We now are open to the wider community.
- All windows to be open at all times.
- As much of the day will be spent outside as possible- supervisors to use their judgement with regard to very hot or wet weather.
- Children are asked to come to Pre School with sun cream already applied. We suggest that you use cream that will last for the whole day. Staff will not be able to apply sun cream in line with our normal policies.

- Furniture and toys will be arranged so 2m distance between each. Picture signs to be added to activities to show children how many can play with each. E.g. 2 at tough spot, one on each side.
- One chair only on each side of the tables.
- Only one child and one adult in the toilet at any time. Toilets will revert to boys' and girls' toilets.

7. Food and Drink

- Tables for lunch and snack to be arranged longways to ensure social distancing

Staff to wash hands before and after helping children with lunches/snacks.

Lunch boxes-

- Lunch boxes to be wiped with disinfectant wipes at the beginning of the morning sessions and wiped again before they are taken home.

8. PPE

- Not required except for nappy/ clothes changing and when a child becomes unwell.

9. If there is a confirmed case of COVID-19 in the setting- Please check current guidelines with Pre School

10. Staffing

- Groups will be planned and staffed in line with government guidance, and ratios allowed. There will be a member of staff on duty who is qualified in Safeguarding and the SENCO will generally be on site. In line with guidance, this will be "best endeavours" but the above will always be available to contact.
- All staff working in the setting are having lateral flow tests up to twice weekly.

An audit of staff availability has been carried out and this has helped to make sure that we, at this point, we can ensure the safe care of children, considering the need for staff breaks. (more information to follow)

11. Planning what children should learn

- The priorities at this time are to help the children to adapt to their new routines and support them to settle back into the setting.
- We will continue to support their early language and communication skills.

- We will endeavour to encourage exercise as children may have been limited in exerting themselves physically.
- We will use reasonable endeavours to deliver the EYFS as far as possible in the current situation and will plan an environment that delivers all 7 areas of development as far as practicable. As previously stated, we will use songs, games and rhymes to help children to settle back into the routine.
- We will use the outdoor as much as possible moving activities where practicable outside.

12. Risk Assessment for visitors to the setting

A record should be kept of all visitors which follows : <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Although now not compulsory, visitor are encouraged to wear face covering while walking and accessing the School site

Sanitise hands on entry and exit of the building
Keep the number of attendances to a minimum

Wash hands frequently

Where possible to do so, maintain social distancing

Pre School minimise contact of groups / children and staff with the External Professional.

Risk Significance

Not significant	
Low	
Moderate	
High	
Very High	*

Action Required

Immediate	* and ongoing
Short term	
Long term	

Action to be taken (Name) All Staff

Review date	Ongoing				
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Assessment to be undertaken by: Mrs Elaine Mercer